**Guide – How to apply for a visa to Denmark.**

Applying for a visa to Denmark is a demanding task that requires proper preparation. In this guide, DUF – The Danish Youth Council provides an overview of how an average visa application process looks like and recommends how to prepare for the process. The guide is based on our experiences. It is not an official guide that guarantees a successful visa application process, and the guide does not take specific countries or contexts into consideration. DUF recommends that you make sure that you are fully updated on and follow the **visa application requirements and rules in your country.**

The visa process can be challenging. Please know that DUF and other Danish civil society organizations are currently advocating towards the Danish authorities to ease the restrictions.

1. **Start the application process as soon as possible.**

We recommend that a visa applicant submit the visa application at the relevant VFS Global visa application center **no later than 6 weeks before the scheduled arrival to Denmark.** However, we recommend that visa applications are submitted as soon as possible in order to gather all the documents required and properly prepare.

1. **Book an appointment at the relevant VFS Global Visa application center in your country as soon as possible.**

It can be difficult to get an appointment at a VFS Global center in due time to hand in the visa application, so we urge you to **book an appointment as soon as possible**. It is not uncommon that issues arise when attempting to book an appointment for submitting a visa application, i.e. issues with the VFS website or no appointments being available. If you experience issues in this regard and the VFS office is not helpful, we recommend that you reach out to the relevant embassy that receives the applications from the VFS center and ask for their assistance. In most cases, they will then be able to assist and make sure that you will in fact be able to get an appointment.

1. **Gather the required documents.**

To apply for a visa to Denmark, you are required to gather and hand in various documents. Please keep in mind that the documentation requirements differ from country to country. However, below is a list of documents that **most visa applicants are required to gather and** **hand in** along with the application regardless of the country of origin. It is your responsibility to find out what documents are required for your visa application.

**Documents you must provide.**

* VU1-invitation letter for business visits or VU3-invitation letters for cultural visits (seminars/events for volunteers) **NB!** This must be finalized and signed by the inviting part.
* Invitation letter from the Danish organization. If relevant, please write in the letter if the costs of transport, food, accommodation, etc. are covered by the inviting part.
* Signed and stamped document from your organization certifying what your role is in the organization.
* Official proof of education enrolment (if relevant).
* Proof of employment (if relevant) including salary slips for the last 3 months
* Bank statements for the last 3 months.
* Insurance document
* Accommodation confirmation for the entire duration of the stay in Denmark
* Programme of the activities during the visit
* Travel itinerary and in most cases also confirmed plane tickets
* Photocopy of your passport
* 2 passport photos

Adding to this, we strongly encourage you to add any other documents that may be relevant. There is no such thing as ‘too much information’ when speaking about documentation for a visa application. Therefore, please provide any documents that may tell something about your involvement in the event you are invited to, your background, or something else that show your merits. If the VFS office or embassy needs additional documents from you, they will usually reach out to you directly and ask you to send these by email within a few days.

1. **Remember the digital application (If relevant)**

Most applicants from countries outside the Schengen area are required to apply online as an addition to the standard application procedure. You will therefore have to register on this website: <https://applyvisa.um.dk/>. After having completed the online application, you must print out the confirmation letter and bring this to the embassy/VFS office when handing in your visa application.

To finalize the online registration, you are required to **pay an online fee of approximately** **80 EUR** (in addition to the fees paid at the embassy/VFS office), which can be paid only by Visa, MasterCard or JCB.
**NB! On the relevant VFS Global website it should be mentioned if you are required to complete this step or not.**

1. **Preparing for an interview**

You may be asked to participate in an interview conducted by the VFS, Danish embassy or consulate in your country, but it does not always happen. From our experience, if you are asked to do an interview, it will be conducted via phone without any warning.
If you are asked to participate in an interview, you will most likely be asked to provide details about the purpose of your visit, details about your partner in Denmark, details about your background within your organization, etc. Lastly, it is important that you prove that you are well-informed about even the slightest details of all the documents provided as part of your visa application.

In addition to these factors, you may also be asked to share information about your family relations, occupation, and other personal information. If you can prove that you are a student, employed and/or have children, this will further strengthen your case, as this proves you have strong ties to your home country, which is an important factor when the authorities assess your application.

Furthermore, the Danish embassies have recently put more emphasis on the importance of having sufficient funds before traveling to Denmark. This also includes visitors whose visits are fully covered by a Danish organization. As a rule of thumb, a visa applicant should be able to provide documentation of having an amount corresponding to a minimum of 100 DKK per day while in Denmark **if all costs of travel, accommodation, insurance, food are covered** (i.e. 500 DKK for a 5-day visit). If **no costs are covered** during the stay, the applicant should be able to provide documentation of having an amount corresponding to a minimum of 350-500 DKK per day while in Denmark. If this proves problematic for you, we advise you to reach out to the relevant embassy and/or VFS office and discuss this matter and ask if there is any documentation that can compensate for the lack of funds or if you can go through with the application regardless of the lack of funds.

1. **If in doubt – Contact VFS or the relevant embassy**

We recommend that you remain persistent in kindly reaching out to the visa authorities once in a while to make sure that the application process is progressing as it should.

If you have any questions regarding the visa application process and its requirements, we recommend that you contact the Danish embassy or the local VFS office. You are also more than welcome to contact DUF for assistance in this regard. Please reach out to Steffen Bolvig Hansen (sbh@duf.dk & +45 60 20 14 48), if you have any questions regarding visa application processes.

1. **Important notice for the Danish organization**

As the inviting part, you have an important role in making sure that the visa application process goes according to plan and to assist your international guests throughout the process. First of all, it is important that you provide the various required document from your side as soon as possible (VU3 form, invitation letter, flight tickets, accommodation reservation, programme, etc.).
Adding to this, immediately after your guests have submitted their application at the relevant VFS Office, we encourage you to send an email to the relevant embassy processing the application in which you once again confirm the invitation of your guests and emphasize that they are highly expected in Denmark. We advise that you include the participants’ full names, passport numbers and personal VFS reference numbers in this email. This is not a requirement, but we recommend you do this, as we believe this will further underline the close connection between you as the inviting part and your guests, which may likely strengthen the case of your international guests.