

## **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 eight 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.

### **2. 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. You are also invited to reach out to the Danish Ministry of Foreign Affairs in Copenhagen in cases of any challenges (please go to section 9 for more information).

### **3. 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. The list includes documents that DUF advise you to submit regardless of wherefrom the visa application is submitted. Our advice is based on our experience and dialogue with the authorities

**Mandatory documents.**

- 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. Please write in the letter if the costs of transport, food, accommodation, etc. are covered by the inviting part.
- Signed and stamped document/contract from the sending organization certifying what the applicant's role is in the organization, also describing how long the applicant has been part of the organization. The document should clearly state the applicants ties to the organization and expected deliverables/gains to the organization upon the applicant's return from the visit in Denmark. Feel free to use the template "Statement on applicant's role in organization" in DUF's [toolbox](#).
- Bank statements for the last 3 months. If the applicant does not have a bank account, consider alternative documentation such as from mobile accounts.
- 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
- If relevant:
  - o Official proof of education enrolment.
  - o Proof of employment including salary slips for the last 3 months

**Recommended documents:**

We recommend that the applicant grants DUF or the inviting Danish organization power of attorney to monitor the case to enable maximum support in case needed. The applicant can use the template "Power of attorney" in DUF's [toolbox](#). The completed template should be submitted with the rest of the documentation when the final application is submitted.

**Other documents:**

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.

**Biometrics:**

Please note that if you have given biometrics to a Danish representation or VFS office within the latest 59 months, that can still be used and hence you should be able to do the process online.

#### 4. 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.**

#### 5. 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, and how the trip to Denmark will benefit your organization upon return 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 emphasize that applicants should have 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.

#### **6. 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.

#### **7. Expected timeline**

Danish authorities have clarified that the following timelines are to be expected:

Max 2 weeks to get an appointment at the VFS office.

Max 15 days for case processing once the application has reached the relevant embassy. Please note that more days may be needed if a case is complicated and requires processing in Copenhagen.

4-10 days in total to ship the passport from the VFS office to the embassy and back when relevant.

However, we advise applicants to start the visa application no later than eight weeks ahead of expected arrival.

#### **8. 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 and add how their visit will benefit the partner organization upon return. We advise that you include the visa applicants 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.

If you are hosting large international events requiring multiple visa's, please note that the Danish Ministry of Foreign Affairs asks you to reach out well in advance (e.g. six months) to allow them to prioritize resources accordingly.

## 9. In case of any challenges

Please note that Danish authorities are currently aiming to minimize avoidable challenges, and they encourage visa applicants and/or inviting Danish organizations to reach out immediately in case your experience e.g.:

- If expected timelines (section 7) are not met.
- Negative or rude behavior from authorities
- Any other irregularities

In cases such as those listed below, please email [visum@um.dk](mailto:visum@um.dk), copying Steffen Bolvig Hansen [sbh@duf.dk](mailto:sbh@duf.dk), sooner rather than later.

If the applicant does not get a visa, it will be very valuable for DUFs continued efforts to ease access to visa if you could share the text from the decision letter with Steffen Bolvig Hansen: [sbh@duf.dk](mailto:sbh@duf.dk)

## 10. Any additional information

Please reach out to Steffen Bolvig Hansen ([sbh@duf.dk](mailto:sbh@duf.dk) & +45 60 20 14 48), if you have any questions regarding visa application processes.