

## **Documentation guidelines for private/family visa applications**

The following is a non-exhaustive list of some of the most common mistakes when filling out the application form and preparing supplementary documentation, and is meant merely as a guide to applicants, in order to avoid a delay in the processing of your application due to incorrect or missing documentation.

### **Application form:**

**Number of entries and duration of stay:** Multiple entry visas with longer validity are normally only granted to applicants who have been to Schengen before. When applying for a multiple entry visa valid for one year, the “intended date of departure from Schengen” in field 30 should be one year from the “date of arrival.” (For example, if you request a 1-year visa valid from January 1<sup>st</sup>, the “date of departure from Schengen” should be December 31<sup>st</sup>.) If requesting a multiple entry visa, it helps if applicants can document that they need to go on several trips to Denmark.

**Signature:** The application form must be signed both in field 37 and in the signature field at the bottom of the application form. Both fields marked “place and date” should be filled out with the same place and date. For applicants under the age of 18, both parents must sign the application form (unless one parent has sole custody, in which case this must be carefully documented with legalized documents).

**Photo:** The photo must be less than 6 months old and of good resolution. If the quality does not meet the requirements, a new photo will be requested. For photo requirements, please click [here](#).

### **Supplementary documentation:**

**Insurance:** The insurance policy must mention that the insurance covers “Schengen”, and not only “Denmark.”

The insurance should cover a minimum of 30.000 Euro (300.000 RMB) specifically for “medical expenses” (sometimes written as “medical reimbursement.”) An insurance that only covers “accidental injury”, “accidental death”, “repatriation” etc. is insufficient.

If the validity period of the insurance is defined in “Beijing time”, the insurance may be invalid by the time of departure due to the 6-7 hour time difference between Beijing and Schengen. Therefore, it is highly recommended, and often necessary, to buy insurance for at least one extra day past the planned date of return.

**Proof of solvency:** Applicants should submit their own bank statement, even if they only have a small income (such as pension), and also if the inviter vouches financially for the applicant.

**Employment letter:** Employment letters should be signed, not only stamped, by the company/organization. Applicants cannot sign the employment letter themselves (unless they are the legal representative of the company).

Retired applicants should enclose a copy of their retirement certificate.

**Legalized documents:** Children under the age of 18 who will travel without one or both parents must enclose a legalized notary certificate of family relation or proof of guardianship and a legalized notary certificate of consent signed by the non-travelling parent(s); a document without legalization by the MFA is insufficient. Also, for minors it is very important that applicant’s parents both sign the application form personally.

If the inviter is not directly related to the applicant, documentation must be provided for the relation. (For example, if the inviter is applicant’s son-in-law, he should submit a copy of both his own and his wife’s residence permits, and a copy of their marriage certificate. Also the family relation between the daughter and the parents should be proven by enclosing a legalized notary certificate).

**Proof of legal residence in Denmark:** The reference in Denmark should enclose a copy of their residence permit card, (if foreigner). The reference must have a legal stay in Denmark for the entire period, for which the visa applicant applies for a visa. If the reference has applied for an extension of their residence permit in Denmark, documentation must be shown for the application for extension.

**If the reference lives in China:** If the reference lives in China (for example if the applicant is travelling with their Danish spouse or parent, who works in China, for vacation in Denmark), the reference in China can write a support letter, in which it is mentioned where they will stay during the visit. If private stay or hotel, please also enclose documentation for the accommodation. The actual invitation letter must be made by the reference actually living in Denmark.

The support letter from the reference in China in such cases should also contain information about the planned stay in China (possibly how long the contract in China is) and a copy of the reference's residence permit for China is helpful.

**Combining family visit and tourism:** If the applicant is going on a combination of a family/friend visit and a tourist trip, the lists for family visit and tourism should be combined to show the purpose of the entire trip.