



Visa Application – Document Requirements Check List

The following documents are required for submitting your visa application:

- An application form duly completed and signed.
- Payment of Visa fee
- One recent colour photo (size 35 x 45 mm with light colour background). [See the specific requirements for the photo here.](#)
- A passport valid for at least 3 months beyond the last day of the intended stay in the Schengen area.
- A copy of the passport biodata page, and a copy of pages with previous or valid visas to the Schengen area, USA, Canada, UK and Australia including entry and exit stamps.
- Proof of purpose of intended stay; a letter of invitation if the purpose is social visit. The letter of invitation must state the relationship between the invitee and the applicant, a declaration of financial responsibility vis-a-vis the applicant, and the dates for the invitation which must correspond to the confirmed flight booking (flight print out only) and requested length of stay in the visa application. A scanned copy of a government photo ID of the invitee must be attached to the letter of invitation.
- A letter from the applicant's employer stating the applicant's job function and duration of employment.
- If the applicant is self employed or owns a company, the company registration (i.e. SIUP or tax registration) must be included as confirmation to the effect that the applicant has been granted leave for the period corresponding to the stay in Schengen and is expected to report back on duty
- Proof for financial means; recent personal bank statement or balance over the last three months. *As an applicant, you must have the necessary means to pay for your stay and return trip. What will be considered as necessary funds will be determined by the Embassy and depends on the length of your stay, and whether you will stay at a hotel or with friends or family. As a general rule, you must have at your disposal approx. DKK 350 (IDR 700,000) per day. A smaller amount may be accepted if you are staying in a private home and your host will cover all costs. If you are staying at a hotel, the amount must be greater, approx. DKK 500 (IDR 1,000,000) per day.* Personal credit card may also be presented as supportive documentation for proof of financial means.
- Family card (Kartu Keluarga).
- Marriage certificate (if relevant) as well as copy of passport from spouse.
- Confirmed flight booking from travel agent/airline. If your trip includes travel to other Schengen countries; confirmed air, land and/or sea arrangements. Please note that upon collection of the visa you may be required to show the original ticket/e-ticket.
- Confirmed hotel voucher/hotel reservation.
- Proof of travel medical insurance covering minimum EURO 30.000,- valid for the entire stay in the Schengen area.

In case of minor children (under 18 years old) traveling alone or with one parent, a letter of consent is needed from both parents/guardians or from the parent who does not travel. The signature(s) should be legalized/notarized. This letter will specify the authorization for travelling as well as the motive of the journey and the minor should at all times during the journey carry this authorization on him or her.

The application forms and all documents presented, originals as well as copies, must be readable. Other documents might be requested, if necessary.

Additional requirements for business visa:

- A letter from the employer stating purpose and duration of the visit(-s), financial cover of the visit and a short company profile.
- [Invitation form](#) or letter of invitation from the Danish counterpart.