

The Royal Danish Embassy: Nairobi. Checklist Tourist visa

Dear applicant,

Your application and document will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 - 45 days from the date the Embassy receives the application. Also, please note that the Embassy will only consider documents in English and Danish when assessing your application.

Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a white background, no older than 6 month and size 35x45mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).



The document(s) highlighted below are missing.

Document checklist for **TOURIST VISA:**

Missing document(s)	Type of document
	1. Copy of the applicant's previous passport identity pages incl. extension date if applicable, and any other visa, residence permits, entry- and exit stamps.
	2. Travel medical insurance with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Original receipt for payment of insurance.
	3. Preliminary flight booking and a detailed travel itinerary.
	4. Hotel booking
	5. Copy of national ID-card (both sides).
	6. Non-Ethiopians are required to submit a copy of a valid Ethiopian residence permit or other proof of legal stay in Ethiopia.
	7. Proof of solvency: Certified bank statements covering at least the last three months with a bank referral letter. - Payslips for the last three months (if employed). Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored
	8. Proof of employment - Dispatch letter from the employer with company letterhead: signed by the employer and containing the applicant's function/profession, terms of employment, number of years in company, monthly net salary, granted leave days and dates and contact details of the employer. - Contract of employment - Retired persons: documents proving the pension or other financial support. - If self-employed, copy of Ethiopian tax Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.
	9. Copy of marriage certificate and birth certificates of self, spouse and children, if applicable.
	10. Additional requirements for minors (under 18 years): - Copy of both parents/guardians ID-card or passports - Written consent from the parent(s)/guardian(s) if either or both is not accompanying, with contact details of both parents. - Proof of full custody or if a parent has deceased, either a death certificate or a court order for the custody. - Proof of guardianship if someone else than the biological parent(s) is/are stated in the birth certificate. - A letter from the school with the necessary details. - If travelling with a group, a complete list of names of all travelling, and name of the person in charge of the group.
	11. Any other documents relating to the applicants personal ties to the home country, such as title deeds or lease agreements etc.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five. If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented information.

You can choose one of the following options for handing in the missing documents:

- ☐ I will be coming back within 5 working days with the missing document(s). You can also send the missing document(s) by e-mail. If you choose to hand in the missing documents by e-mail directly to the Embassy, you can do so to this e-mail address: nboambvisasection@um.dk. Please note when you choose this option it will be via an unencrypted connection. Please remember to state your name and passport number.

- ☐ I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

You will be contacted in case further documentation is needed or as soon as a decision has been reached in your case. An interview may be required at the Embassy or by phone.

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

Applicant's name

Applicant's signature

Date and Place

Phone Number

Signed in front of VFS Staff (initials), Addis Ababa: _____ Date: _____