

Visa application procedure for Denmark

The visa application procedure starts online on the website of the Danish Ministry of Foreign Affairs: [How to apply for a visa \(um.dk\)](https://um.dk)

The cover letter and all supporting documents regarding the visa application must be submitted in person and by appointment at the Danish Embassy in Rome. It is not possible to submit visa applications at the Danish honorary consulates in Italy or Malta.

A visa application can be started up to six months and no later than 15 days before the intended date of travel. Most applications are handled within 15 days, but in rare cases, the Embassy might require 30 or 60 days to process your application.

The consular fee is € 90.00 per visa application to be paid online.

The following is required for each applicant:

- You must be staying legally in Italy at the time of application.
- Written parental consent is required for minors.
- All documentation must not be older than one month and must be presented both in original and photocopy. The documentation must be in English, Italian, or Danish and translated by an authorized translator.

Please read the following carefully and make sure that you include all relevant documents with your application.

Each applicant must present the following documents:

1. One completed Schengen application form (online)

The form must be signed by the applicant. All questions must be answered, otherwise the application cannot be accepted. Your signature must match the one in your passport.

2. Passport/travel document and photo

Please also bring a color copy of your passport (all pages, including front page) as well as a recent passport photo.

If you have travelled in the Schengen area during the last three years and your previous Schengen visas are located in an expired passport, you will also need to show the expired passport.

The passport/travel document must have two blank pages for the visa sticker.

Your passport/travel document must be valid for at least three months after your intended stay in Denmark (or in the case of several visits, after the last intended date of departure from the territory of the Schengen States) and must have been issued within the previous ten years.

Proof of legal stay in Italy – original Schengen residence permit/visa sticker must be shown (+ colour copy of sticker/both pages of card)

3. Evidence of occupation/student status

Evidence of occupation – on letterhead, signed, and less than 1-month old:

- Employment: Letter from employer incl. salary and position of applicant and 3 months' payslips
- Self-employed: Accountant letter incl. annual salary drawn and company's registration certificate with a recent business printout available from the Companies Registration Office
- Student: Letter of enrolment/confirmation of student status

4. Proof of purpose of visit

Visit to family or friends:

Original signed letter of invitation stating duration of intended stay together with a copy of passport (with signature page) and residence permit of your host if applicable. The Embassy recommends that you use the standard the invitation form or the online invitation, which can be found on the web site of the [Danish Immigration Service](#). If you are applying for multiple entries, your host should specify this. Copy of e-mails are not accepted.

Business/conferences:

Original signed letter from local business partner. You may also use the business invitation form or the online invitation form, which both can be found on the web site of the [Danish Immigration Service](#). The letter must explain the nature and duration of the intended stay and the number of requested entries. If the local business partner is covering all expenses connected with your visit, this must be stated in the letter. Otherwise, a hotel booking must be provided.

If your employer is covering all expenses, a letter stating this must be provided.

Conferences: Confirmation that you have been accepted to the conference and paid the registration fee.

Tourism:

Confirmed hotel reservation for the planned stay or confirmation of organised tour.

Please note that when using certain online booking services, names do not appear on the confirmation. Please therefore show your confirmation e-mail, which must be sent to the same e-mail address as the one you state on the visa application form.

5. Evidence of sufficient funds for the intended stay

You are required to demonstrate to be in possession of DKK 500.00 (approx. € 70.00) per person per day if you are staying in a hotel. DKK 350.00 (approx. € 47.00) per person per day if you are staying with family or friends (even when your host has confirmed to cover your expenses) plus funds for a return ticket to your country of residence.

Required documentation:

- Original bank statements showing the balance and your full name and address, covering the last 3 calendar months.

Or

- Recent credit card statement showing credit limit or a savings account statement;

If sponsored by spouse: marriage certificate + sponsorship letter + spouse's bank statements

Business visits:

If your employer or local business partner is covering your expenses, a letter from your employer or the business invitation must confirm this. Otherwise, a private bank statement must be provided (see above for specifications).

Please note that in some cases, further documentation may be required.

6. Round-trip ticket

Confirmation of booked round-trip ticket. If visiting several Schengen countries include intra-Schengen flight/train/bus/car itinerary

The Danish Mission recommends that you do not buy a plane ticket before your visa has been approved.

7. Travel insurance

An insurance certificate must be provided. The insurance must cover emergency medical expenses, hospitalization and repatriation (also in case of death) in the entire Schengen area and it must be valid for the expected duration of your stay. The minimum coverage must be € 30.000.

Family member of EU/EEA citizen:

- The EU/EEA citizen's original passport
- Proof of relationship to EU/EEA citizen (original marriage certificate or birth certificate)
- Original Italian residence card based on EU/EEA family member
- Proof of reserved tickets travelling with the EU/EEA citizen.

Minors (children under the age of 18) - in addition to the above requirements

Minors travelling with parents, where both parents hold parental responsibility:

- Birth certificate;
- Original passports of both parents;
- Both parents must sign application form.

Minors travelling alone or with only one parent, where both parents hold parental responsibility:

- Birth certificate;
- Original passports of both parents;
- Both parents must sign application form.
- School certificate / Letter of enrolment from school

Minors travelling alone or with only one parent, where one parent holds parental responsibility/legal guardianship:

- Birth certificate;
- Original passport of the parent holding parental responsibility or the legal guardian;
- Parent holding parental responsibility/legal guardianship must sign application form (evidence of sole parental responsibility/legal guardianship required).
- School certificate / Letter of enrolment from school