

## Royal Danish Embassy, Berne

### INSTRUCTION SHEET FOR VISA APPLICATION

In order for the embassy to process an application for a Schengen visa, the following **MUST** be adhered to:

Each traveller must call in advance to schedule an appointment and then present him-/herself personally at the embassy with the completed application form **AND ALL** the other pieces of documentation listed below. Application forms that are not completed correctly cannot be processed.

**Appointments can be made Monday – Friday 12.00 – 1.00 p.m. Phone: 031 350 54 65**

Opening hours are: **Monday-Friday 09.00-11.30hrs.**

Only travellers having Denmark as their only or primary destination can apply for a visa from the Danish authorities.

The processing of the visa application will take about 3 weeks.

#### **Before applying for the visa you **MUST** have:**

- A passport (valid for a minimum of 3 months after the return trip to Switzerland)
- A Swiss residence permit for each traveller, including children mentioned in their parents passports. This permit must be valid for a minimum of 3 months after the return trip to Switzerland.
- Confirmation of employment (“Arbeitsbestätigung”), evidence of health **and** travel medical insurance
- For business trips: a written invitation from the company in Denmark
- For private visits: A written invitation from references in Denmark containing Full name, address, telephone number, time and duration of visit  
or: A written confirmation of the travel arrangement
- 2 colour photographs per person
- Visa fee for each person travelling CHF 55.-

This fee is not refundable in case the visa is not granted.

Please note that the Danish consulates cannot accept visa applications.

#### Address

Royal Danish Embassy, Thunstrasse 95, 3000 Berne 31, Tel. 031 350 54 54, Fax 031 350 54 64, E-mail: brnamb@um.dk

# **Important!!**

**1 JULY 2004: New rules for obtaining visa at the Royal Danish Embassy!**

Visa applicant can from now on only hand in their application on a prescheduled appointment, which is to be reserved on the following number Monday – Friday between 12 pm and 1 pm:

**Phone: 031 350 54 65**

**Please notice that the scheduled time is to be respected; otherwise the appointment will be cancelled!**

**Visa forms can be obtained by E-mail or by sending a prestamped answering envelope to the Embassy.**

**Forms that are not correctly or fully filled in will not be processed!**