



Dear Future AFSer/Applicant,

Please see below instructions on obtaining a **Student Residence Visa** for Denmark. **AFS will obtain this visa for you.** As you will note, obtaining a visa is a detailed and time consuming process, and for this reason, visa information is sent not only to students who are guaranteed, but also to students whose applications are still in review. It is important that you begin preparing for this process immediately. Visa documents submitted by you later than the deadline (see below) might result in your traveling late or not being able to participate in the program. You are responsible for any additional cost incurred by your late submission of documents.

Obtaining a Passport

If you still do not have a passport, you must apply for one **immediately!** You cannot obtain any other type of travel or residence authorization without a valid passport and it will take approximately 4-6 weeks to obtain one. If you delay in obtaining your passport, you will need to request that your passport application be “expedited” (rushed) which will mean an additional cost.

Domestic Travel

Regarding your domestic travel to the gateway orientation site, please do not book any tickets until you receive what we call the *Travel Notification Packet* in the mail from the AFS USA Travel and Logistics Department. This packet will give you important detailed information about travel and logistics for your trip. AFS always recommends that participants book domestic tickets that are both refundable and changeable. This is due in part to the possibility of changes in international flights students will be taking to return home, but also due to the fact that complications may arise in obtaining visas and these complications can at times delay a student’s departure. **Please note that participants will be responsible for paying any penalties incurred for changes they may need to make in their domestic travel in the event that they are not able to obtain their visa in time for their scheduled departure.**

Taking Trips Before the Start of your Program

You should not plan any excursions outside of the United States three months prior to your program. As mentioned before, obtaining a visa takes time and your passport will be required. Should you choose to travel before the start of your program and not allow enough time for AFS to procure your visa, you will run the risk of not being able to participate on this program.

Getting Started

We have included here some additional information concerning the visa application process for Denmark. AFS will obtain this visa for you. It is very important, however, that you follow the accompanying instructions very carefully and comply with all the requirements.

Should you have any questions or require assistance, do not hesitate to contact **your Admissions Advisor at 800-237-4636**.

Sincerely,

AFS Visa Team



VISA INFORMATION

DENMARK YEAR PROGRAM 2008

A **Visa/Residence Permit** is required for your entry and stay in Denmark. **AFS will obtain this for you.** To do so, we must **receive** the following items from you as soon as possible or **no later than May 15th.** Please follow instructions carefully, as any errors will cause delays, which could jeopardize your travel arrangements.

- 1. UNITED STATES PASSPORT + 1 copy of all pages of the passport including the front**
Yes, you must send your actual passport. The visa is a sticker that the consulate will affix to one of its free pages.

If you hold a passport from a country other than the US, please call your Admissions Advisor **IMMEDIATELY** at 1-800-237-4636. Additional documents may be required. If you do not yet have your US passport, you must apply **RIGHT AWAY.** You can not apply for a visa without a valid passport. In some cases, you may have to expedite (a rush service) your passport application at an additional cost. Normal processing time may take 4-6 weeks excluding peak seasons. You can inquire at your local post office about where you can apply.

Your US passport must be:

- **SIGNED** (An unsigned passport is not considered valid)
- **VALID FOR 6 MONTHS** longer than the duration of your exchange.

- 2. VISA APPLICATION + 1 copy of the completed application**

- Please see the sample on how to fill out the application.
- Please be very careful with the application, as it has been signed by AFS Denmark and will be difficult to replace.
- Please fill out Part 1 of the application. Part 2 has been signed by AFS Denmark.
- Please type or print all information clearly. Put "Not Applicable" in sections or questions that do not relate to you. **Do not forget to sign and date the application!**
- **If you are under 18, your parents must sign and date the DECLARATION OF PARENTAL AUTHORITY on page 5 of the application.**

- 3. THREE (3) RECENT COLOR PASSPORT-TYPE PHOTOS**

Digital prints, snapshots or graduation pictures are not acceptable. Please see the enclosed flyer regarding passport photo guidelines.

- Please write your name on the back of each photo. Do not staple the photos to the application.

4. COPY OF YOUR BIRTH CERTIFICATE (if under 18)

5. VISA FEE

- A **money order** for \$122 made payable to the **Consulate General of Denmark**. The consulate will **not** accept personal checks.

Please send the above items to us **AS SOON AS POSSIBLE** or **no later than May 15th**. Please use a traceable mail service such as UPS, DHL or Federal Express and remember to retain your tracking number. *Do not use regular, certified, priority or delivery confirmation mail. The US Postal Service will not be able to locate your package should it become lost in their care.* Please send these items to:

International Documents/ DEN NH08
AFS-USA
One Whitehall St., 2nd Floor
New York, NY 10004

NOTE: Please do not call AFS to check if your documents were received. AFS will contact you in case something is missing or if documents are not received in time. You can also check with your carrier to see if the package was delivered.

YOUR PASSPORT WITH THE VISA WILL BE RETURNED TO YOU AT THE GATEWAY DEPARTURE ORIENTATION.

You will need another form of Identification to travel your Gateway orientation. Please check with your airline for alternative forms of identification. Please remember to retain a copy of your passport for your own records.

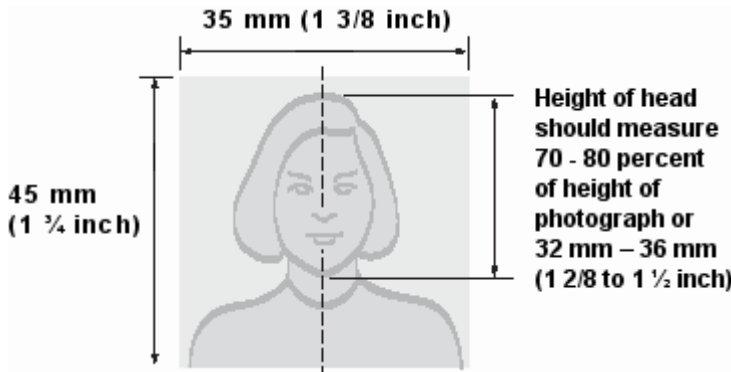
If you have any questions regarding these instructions, do not hesitate to contact your Admissions Advisor at 1-800-237-4636.

AFS will apply for your visa. Visa requirements, issuance regulations and fees are established by government authorities and/or consular officials, who reserve the right to make changes at any time. Please note that AFS cannot intercede to revoke decisions made by these authorities. Therefore AFS is not responsible for any changes in requirements or fees that occur after we have provided you with these instructions.

PHOTO REQUIREMENTS

The two recent passport photographs must meet the following requirements:

- Colour photographs
- Light background
- Taken up close
- Well lit
- Taken straight on
- Up-to-date
- Without headgear
- Without sunglasses
- Hair tucked behind ears
- Photograph should measure 35 mm x 45 mm (1 3/8 x 1 3/4 inch)
- Height of head should measure 70 - 80 percent of height of photograph or 32 mm – 36 mm (1 2/8 to 1 1/2 inch)



A place that specializes in taking passport photos will be able to take your photos according to these specifications.

You may look up a passport photo office in your phone book, or try Sears, Kinko's, Walgreens, AAA, or a local photo developing shop.