



Dear Applicant,

Your application and documentation will be delivered to the Danish Embassy in Hanoi, and the Danish Embassy in Bangkok will process your case as soon as possible.

Please note that your application is incomplete if any of the document(s) marked below are missing. The Embassy therefore kindly requests that you hand in the below documentation.

Missing Document(s)	Type of document
	Cover letter completely filled on https://applyvisa.um.dk/ , printed and signed by the applicant.
	Visa Fee payment receipt printed from https://applyvisa.um.dk/
	The Original passport should be valid for at least 3 months beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa. The passport must have been issued within the last 10 years.
	Copy of previous visas and stamps of the applicant's old passport(s) <i>if any</i> .
	Copy of name or surname change certificate , if applicable.
	Proof of integration: into the country of residence: Household registration record.
	<u>Documents from employer/company:</u> <ul style="list-style-type: none"> - Documents proving the business activities of the company (import-export license, proof of prior business, certificate of registration of the company*) - Other documents which show the existence of trade or work relations - If the applicant is employed: 1) the last three payslips, 2) labour contract, 3) decision letter from the employer confirming the business trip - If the applicant is a company owner or self-employed: certificate of registrations of the company* and statement of taxes payment are required.
	<u>Documents from sponsor/host in Denmark:</u> <input type="checkbox"/> Invitation from reference <i>Invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work. Invitation must state the specific purpose of the visit, information on previous contacts with the applicant, how did they establish their contact – both from reference in Denmark and reference in other Schengen countries. We highly recommend to use the form in the Danish Immigration Service VU1 or use an online invitation</i> <i>If the applicant is sponsored and/or hosted in a private accommodation:</i> <ul style="list-style-type: none"> - A copy of passport or national identification card of the sponsor/host in Denmark - If the sponsor/host is a foreigner, a copy of permanent residence permit is also required. - Bank account statements on the turnover during the last three months of the sponsor/host when its/his/her financial means are not proven otherwise.
	Documentation of funds to cover the trip. <i>According to the Danish Immigration Service you must have the necessary means to pay for your stay and return trip. As a general rule, you must have at your disposal approx. DKK 350 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 per day. You can find further information https://www.nyidanmark.dk/</i> <ul style="list-style-type: none"> - Other means (if any): Remittances, credit cards, regular incomes generated by property can also be submitted
	Proof of lodging: Hotel reservation, rental of holiday home, campus residence reservation – if not hosted in a private accommodation.
	<u>Documentation providing clear information about the trip, including:</u> <ol style="list-style-type: none"> 1.Round trip reservation/booking Flight/train/ferry reservation with fixed travel dates of maximum 90 days to Denmark and other Schengen countries. (Do not buy the ticket until a visa has been granted). 2. Confirmation of accommodation in Denmark (and other Schengen countries, if the applicant is going to other countries on the same trip) 3. Entry tickets for fairs and congresses (if any)
	Original compulsory travel medical insurance , covering the entire of intended stay, valid for all Schengen countries covering any medical expenses of at least 30,000 Euro as well as urgent medical attention, emergency hospital treatment or death during your stay, repatriation to Vietnam/resident country

Note: Official documents marked with * must be verified by the competent local authority. Verification must be maximum 3 months old.
A certified translation in English must be attached to any documents in Vietnamese.

**The document(s) highlighted above are missing:**

The Embassy requests you to hand in the missing/required documentation to VFS Centre **within 5 days from today**. If the missing/required documentation have not been received by this deadline, the Embassy will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards, The Royal Danish Embassy, Bangkok, Visa Section

Applicant's Signature

Case Number ID

Passport No.

Date and Place