



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. One copy of marriage certificate or Divorce certificate (if any)* . If the applicant is a widow/widower, a Death certificate of spouse should be submitted
	Proof of occupation. - If the applicant is employed: 1) the last three payslips, 2) labour contract or original documents confirming employment at recent date, 3) approval for holidays are required. - If the applicant is a company owner or self-employed: certificate of registrations of the company* and statement of taxes payment are required. - If the applicant is retired: Pension statement is required
	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>
	Documentation providing clear information regarding the travel program: Booking transportation, itinerary /detailed description of the trip. Proof of lodging: Hotel reservation, rental of holiday home, campus residence reservation – if not hosted in a private accommodation.
	<u>If the applicant is minor accompanying parents:</u> - Birth certificate of the applicant * - Copies of the ID cards of the parents and guardians. * - If you are travelling with only one of your parents: <input type="checkbox"/> A letter of consent written and signed by a non-accompanying parent and guardian, except in cases of an accompanying parent having sole custody, and <input type="checkbox"/> An original and a copy of certificate of sole custody (if applicable)
	<u>Documentation providing clear information about the trip, including:</u> 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