



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/ <i>*The visa is free of charge. The reserved amount made on ApplyVisa.um.dk will be refunded by the Embassy</i>
	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.
	<input type="checkbox"/> Marriage certificate <i>if you are married to an EU/EEA citizen (original + 1 copy)</i> <input type="checkbox"/> Birth certificate <i>if one or both of your parents are EU/EEA citizen (original + 1 copy)</i>
	Documentation that the applicant joins or accompanies the EU/EEA citizen (<i>proof that the EU/EEA resides in the host Member State (see above) or a confirmation that the EU/EEA will travel to the host Member State</i>).
	Overseas travel medical insurance is not required but the embassy strongly recommends that you always travel with a valid health/travel insurance

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