

Instruction for applicants to fill in an online visa application form on <https://applyvisa.um.dk>
Hướng dẫn dành cho đương đơn khai đơn xin thị thực trực tuyến trên trang <https://applyvisa.um.dk>

MINISTRY OF FOREIGN AFFAIRS OF DENMARK
HOME

REGISTER LOGIN

Register
Login

WELCOME TO APPLYVISA.UM.DK - THIS IS A TEST VERSION

This is the Ministry of Foreign Affairs of Denmark's online visa application form. Use this website if you want to apply for a Schengen visa through one of Denmark's embassies or consulates.

You need to register in order to apply. Below you can find information about the application process.

Who can apply? ▾

How do I apply? ▾

Greenland and the Faroe Islands ▾

Iceland, Norway and Sweden ▾

→ APPLY FOR VISA

MORE INFORMATION
→ Fees

POLICIES
→ Trade Conditions
→ Data Protection

LINKS
→ Ministry of Foreign Affairs of Denmark
→ Danish Immigration Service

UDENRIGSMINISTERIET
Asiatisk Plads 2
1448 København K
København

User registration and activation/ **Đăng ký tài khoản người dùng và kích hoạt** **Registration/ Đăng ký**

Applicants must register as users before they can register visa applications.
An user can register an unlimited number of applications.

Đương đơn phải đăng ký tài khoản người dùng trước khi có thể đăng ký đơn xin thị thực
Một tài khoản người dùng có thể đăng ký không giới hạn số lượng đơn.

Register/ **Đăng ký:**

REGISTER LOGIN

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Due to data protection rules we need the users consent:

Do các quy tắc bảo vệ dữ liệu, chúng tôi cần sự đồng ý của người dùng:

REGISTER USER

I consent to the Ministry of Foreign Affairs of Denmark registering my name, telephone number, email address and IP address in order for me to create a user account on the Applyvisa.um.dk website.

The length of your consent
Your consent will last until you user account is automatically deleted, or until you withdraw your consent and request to have your user account and data deleted. Please send an email to bvp@um.dk if you wish to withdraw your consent and delete your data.

Read more about how we process your data, when your data is deleted, how and where to lodge a complaint and find contact information for the Data Controller and Data Protection Officer under [Data Protection](#) in the menu to the right.

I consent to the above in order to create a user account

→ NEXT

User data registration:

Đăng ký dữ liệu người dùng:

REGISTER USER

First names (given names) as stated in passport
If you have middle names, include all of them here

Test ?

Last name (family name) as stated in passport
Your surname must be written exactly as in your passport

Test ?

Private phone number
Used for authentication if you forget your password

0045 12345678 ?

Email
You cannot change this after your user registration is completed

test@test.test ?

Password

..... ?

Confirm password

..... ?

The password must contain at least:

- ✓ Eight characters
- ✓ One small letter
- ✓ One capital letter
- ✓ One number
- ✓ Password and Confirm password must be the same

→ CREATE USER

After data is registered, an email with an activation link is sent to the registered email address. Please note: Gmail and some other email providers delay the transfer of these emails. We are working on a solution. Please register with another email address if possible.

Sau khi dữ liệu được đăng ký, một email có liên kết kích hoạt sẽ được gửi đến địa chỉ email đã đăng ký. Xin lưu ý: Gmail và một số nhà cung cấp email khác có thể bị chậm/ hoặc trì hoãn khi quý vị thực hiện thao tác tại bước này. Chúng tôi đang xử lý để đưa ra một giải pháp. Trong trường hợp đó, vui lòng đăng ký với một địa chỉ email khác nếu có thể.


REGISTRATION SUCCESSFUL

Your user account was successfully created.

First name
Test

Last name
Test

Email
test@test.test



Your user account has been created. Before you can log in you must activate the account.

An email has been sent to you. Please click on the link in the email. Then your user account will be activated and ready to use.

Activation/ Kích hoạt

A new user account must be activated before the user can log in. Applyvisa sends an email to the registered address with an activation link. The user must click on the link in the email in order to activate the new user account.

Tài khoản người dùng mới phải được kích hoạt trước khi người dùng có thể đăng nhập. Applyvisa gửi email đến địa chỉ đã đăng ký với một liên kết kích hoạt. Người dùng phải nhấp vào liên kết trong email để kích hoạt tài khoản người dùng mới.

The activation email is sent from *no-reply@um-vis.dk* and is titled "*Information about user account and data protection*" - **Email kích hoạt được gửi từ *no-reply@um-vis.dk* và có tiêu đề "*Information about user account and data protection*".**

no-reply@um-vis.dk

Information about user account and data protection

Dear user,

When you click on the link below, you will activate your user account
<https://applyvisa.um.dk/NVP.App/activate?id=b99d05ec-82>

With the registration of the user account, you have given your consent.
Below please find information on data protection.

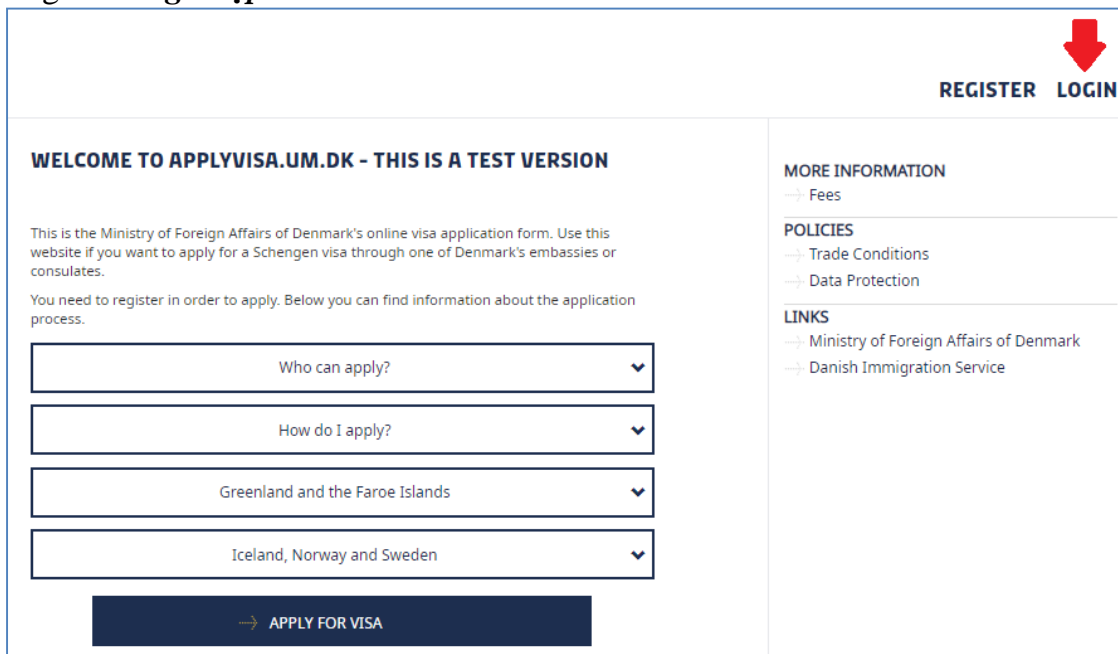
Regards,
Ministry of Foreign Affairs of Denmark

Log in/ Đăng nhập

When the user is activated with the email link the user can log in.

Sau khi tài khoản người dùng được kích hoạt, người dùng có thể đăng nhập tài khoản để sử dụng.

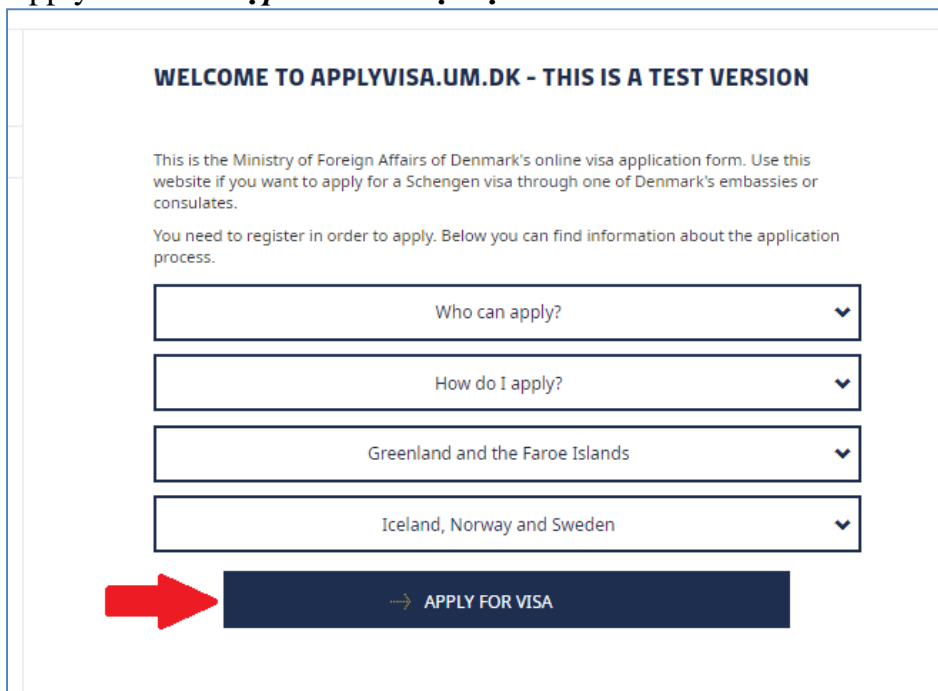
Login/ Đăng nhập



The screenshot shows the top right corner of the website with a red arrow pointing down to the 'REGISTER' and 'LOGIN' links. Below this, the main content area is divided into two columns. The left column has a heading 'WELCOME TO APPLYVISA.UM.DK - THIS IS A TEST VERSION' followed by introductory text and a list of four dropdown menus: 'Who can apply?', 'How do I apply?', 'Greenland and the Faroe Islands', and 'Iceland, Norway and Sweden'. At the bottom of this column is a dark blue button labeled '→ APPLY FOR VISA'. The right column contains a 'MORE INFORMATION' section with a link to 'Fees', a 'POLICIES' section with links to 'Trade Conditions' and 'Data Protection', and a 'LINKS' section with links to 'Ministry of Foreign Affairs of Denmark' and 'Danish Immigration Service'.

Registration of visa applications/ Đăng ký hồ sơ xin thị thực

Apply for visa/ Nộp đơn xin thị thực:

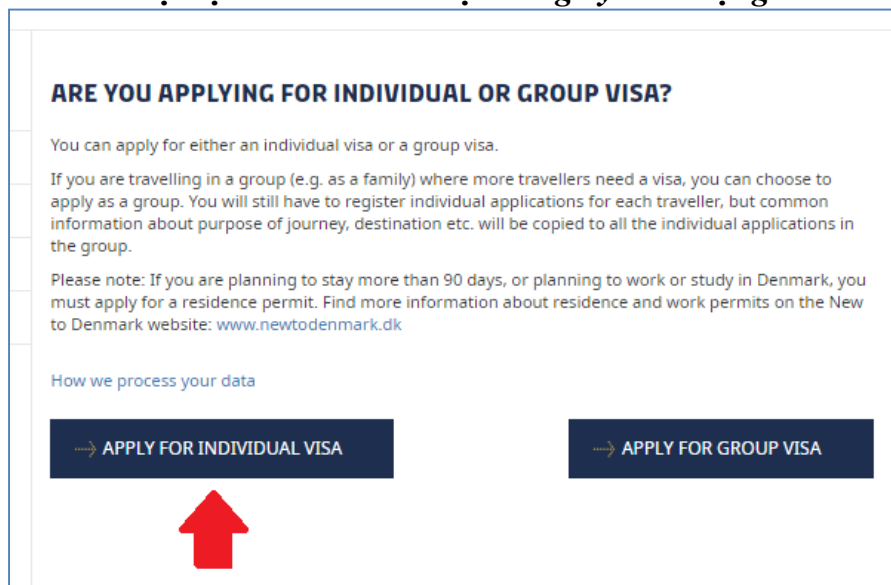


This screenshot is a zoomed-in view of the 'APPLY FOR VISA' button from the previous image. A large red arrow points to the button, which is dark blue with the text '→ APPLY FOR VISA' in white. The background shows the same introductory text and dropdown menus as the previous screenshot.

Individual applications/ *Đơn xin thị thực cá nhân*

Visa applications can always be registered as individual applications.

Đơn xin thị thực luôn có thể được đăng ký dưới dạng đơn cá nhân.



ARE YOU APPLYING FOR INDIVIDUAL OR GROUP VISA?

You can apply for either an individual visa or a group visa.

If you are travelling in a group (e.g. as a family) where more travellers need a visa, you can choose to apply as a group. You will still have to register individual applications for each traveller, but common information about purpose of journey, destination etc. will be copied to all the individual applications in the group.

Please note: If you are planning to stay more than 90 days, or planning to work or study in Denmark, you must apply for a residence permit. Find more information about residence and work permits on the New to Denmark website: www.newtodenmark.dk

How we process your data

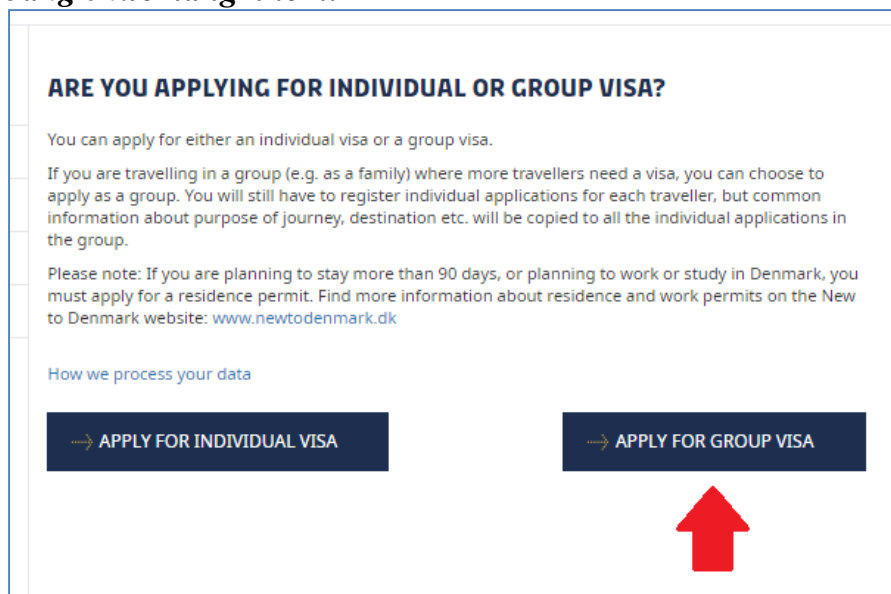
→ APPLY FOR INDIVIDUAL VISA

→ APPLY FOR GROUP VISA

Applicants travelling together/ *Đương đơn đi cùng nhau*

If more applicants will travel together, their individual applications can be registered using the group functionality.

Nếu nhiều đương đơn sẽ đi cùng nhau, các đơn xin thị thực cá nhân của họ có thể được đăng ký bằng chức năng nhóm.



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Please note: If you are planning to stay more than 90 days, or planning to work or study in Denmark, you must apply for a residence permit. Find more information about residence and work permits on the New to Denmark website: www.newtodenmark.dk

How we process your data

→ APPLY FOR INDIVIDUAL VISA

→ APPLY FOR GROUP VISA

Main destination, travel dates and purpose of travel will only have to be filled in once and the visa application fees can be paid for all the applications collectively in one payment transaction.

Điểm đến chính, ngày đi và mục đích chuyến đi sẽ chỉ phải điền một lần và lệ phí xin thị thực có thể được trả cho tất cả các đơn xin thị thực chung trong một giao dịch thanh toán.

Filling in the online visa application form/ Điền vào mẫu đơn xin thị thực trực tuyến

The Schengen visa application form is the foundation of Applyvisa, but the order of the fields is changed to allow validation.

Mẫu đơn xin thị thực Schengen là nền tảng của Applyvisa, nhưng thứ tự của các mục được thay đổi để cho phép xác nhận.

The application form has about 20 steps. The number of steps vary with the entry of data.

Mẫu đơn xin thị thực có khoảng 20 bước. Số lượng các bước khác nhau tùy với mục nhập dữ liệu.

For example: If the applicant is related to an EU, EEA or Swiss citizen (exercising the right to free movement), some fields are not presented to the applicant because these fields do not have to be filled in by that applicant (fields about occupation, host and means).

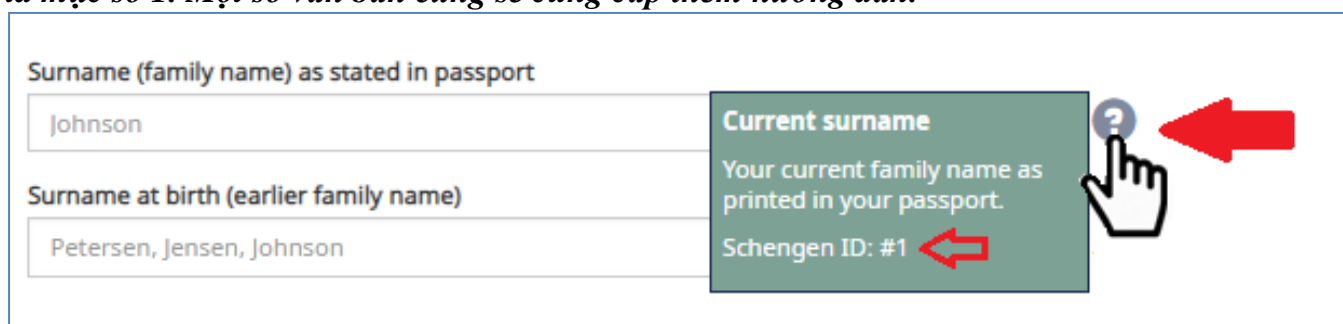
Ví dụ: Nếu người nộp đơn có mối liên quan đến công dân EU, EEA hoặc Thụy Sĩ (thực hiện quyền tự do di chuyển), một số mục không được trình bày cho người nộp đơn vì những mục này không phải được điền vào bởi đương đơn đó (mục về nghề nghiệp, người mời và phương tiện chi trả).

Online help/ Hỗ trợ trực tuyến

Hover the mouse over the question mark icon/ **Di chuyển chuột qua biểu tượng dấu hỏi** 

This will display a reference to the field number on the Schengen paper form. In the below image it is field number 1. Some texts will also supply extra guidance.

Việc này sẽ hiển thị một sự liên quan đến số mục trên mẫu đơn giấy Schengen. Trong hình dưới đây là mục số 1. Một số văn bản cũng sẽ cung cấp thêm hướng dẫn.



The screenshot shows a form with two input fields. The first field is labeled 'Surname (family name) as stated in passport' and contains the text 'Johnson'. The second field is labeled 'Surname at birth (earlier family name)' and contains the text 'Petersen, Jensen, Johnson'. A green tooltip box is overlaid on the right side of the form, containing the text 'Current surname' and 'Your current family name as printed in your passport.' Below this text is 'Schengen ID: #1'. A hand icon with a question mark is pointing to the tooltip, and a red arrow points to the question mark icon. Another red arrow points to the 'Schengen ID: #1' text.

Summary/ Tóm tắt

When the visa application data is registered you reach the summary. In the summary the user can check the data entered and edit data if necessary

Khi dữ liệu xin thị thực được đăng ký, quý vị tới trang “Summary”(tóm tắt). Trong “Summary”, người dùng có thể kiểm tra dữ liệu đã nhập và chỉnh sửa dữ liệu nếu cần

The screenshot shows the 'SUMMARY' page. At the top, there is a note: 'Note: Your application will be sent to Singapore. If this is not correct, please change Embassy/Consulate general.' Below the note, a message says: 'Please read through the summary on this page and check that everything is correct. If you need to change any information, click 'Edit information'.' The page features several navigation buttons: 'PREVIOUS' (green), 'PAYMENT' (dark blue), 'Open all' (green), and 'Close all' (dark blue). A dropdown menu is open for 'Where are you submitting the application?'. Below this is the 'PERSONAL INFORMATION' section, which includes a dropdown for 'Applicant' and an 'Edit' button with a pencil icon. A red arrow points to the 'Edit' button. The personal information fields show 'Surname (family name) as stated in passport' and 'Surname at birth (earlier family name)', both with the value 'Testesen'.

Reservation of fee payment/Đặt trước phí thanh toán

On the Summary page click Payment to proceed/Trên trang “Summary”, nhấp vào nút “Payment” để tiếp tục

This screenshot is similar to the previous one, showing the 'SUMMARY' page. The note and message are the same. The navigation buttons are 'PREVIOUS' (green), 'PAYMENT' (dark blue), 'Open all' (green), and 'Close all' (dark blue). A red arrow points directly to the 'PAYMENT' button.

All applicants must reserve an amount of 60 Euro on their account by use of a credit card even if they are fee exempt or should only pay the reduced fee of 35 Euro.

Tất cả các đương đơn phải dự trữ số tiền 60 Euro trong tài khoản của họ bằng cách sử dụng thẻ tín dụng ngay cả khi họ được miễn phí hoặc chỉ trả mức phí giảm 35 Euro.

The amount is only reserved on the account and will not be deducted until the Danish mission starts handling the case. If an applicant is fee exempt, no money will be deducted. If the applicant should pay the reduced fee, only 35 Euro of the reserved amount will be deducted.

Số tiền chỉ được bảo lưu trên tài khoản và sẽ không được khấu trừ cho đến khi Bộ Ngoại Giao của Đan Mạch cho đến khi hồ sơ bắt đầu được xử lý. Nếu người nộp đơn được miễn phí thị thực, sẽ không có khoản tiền nào bị khấu trừ. Nếu người nộp đơn phải trả phí giảm, chỉ 35 Euro của số tiền đặt trước sẽ được khấu trừ.

Select 60 Euro/ **Chọn 60 Euro:**

PAYMENT & FINISH

The standard fee for the processing of a visa application is 60 euro.
However, for some applicants the fee is reduced, and some applicants are exempt from paying the visa fee.
The embassy/consulate will in each case decide how much should be paid on the basis of fee regulations. If an applicant has paid too much, only the right fee will be drawn from the applicant's account. If an applicant has paid too little, the remaining fee will be charged at the embassy/consulate.
For information on fees please check the relevant embassy's website or the Danish Ministry of Foreign Affairs' website under the Consular Services headline.
Please select fee below.
For group applications: Click on the applications one by one in order to select a fee for that application.

60 EUR Standard visa fee

← PREVIOUS → GO TO PAYMENT

For group applications: Click on the relevant application in the table in order to select fee for that application - **Đối với các đơn xin thị thực theo nhóm: Nhấp vào đơn có liên quan trong bảng để chọn phí cho đơn đó:**

PAYMENT & FINISH

The standard fee for the processing of a visa application is 60 euro.
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Please select fee below.
For group applications: Click on the applications one by one in order to select a fee for that application.

Testgroup 123					
Surname	First Name	Valid From	Status	Amount selected	Product
To	To	3-3-2019	Registered	✓	60 EUR Standard visa fee
En	Eb	3-3-2019	Registered	✗	

60 EUR Standard visa fee

← PREVIOUS

Trade conditions are presented/ *Điều kiện thương mại sẽ được hiện ra.*
Scroll down to continue to the webshop/ *Kéo xuống để tiếp tục đến webshop*

PAYMENT

Fee	Price
Standard visa fee	60
Total cost	60

IMPORTANT NOTE:

When you press the PAY button you will continue to a secure payment service.

The payment service will show the amount in Danish Kroner, not Euro.



TRADE CONDITIONS

TRADE CONDITIONS

TERMS OF BUSINESS FOR SERVICES OF THE MINISTRY OF FOREIGN AFFAIRS OF DENMARK

Valid from 17 January 2019

The Ministry of Foreign Affairs of Denmark, Asiatisk Plads 2, 1448 Copenhagen K, assists in the delivery of services provided by the Danish Foreign Service ("Services"). One of these Services is visa application processing, which can be ordered at applyvisa.um.dk and paid for at www.um.dk ("Website").

The following Terms of Business ("Terms") apply to Services purchased on the Website.

HANDLING OF PAYMENT DETAILS

We do not save your payment details, as the payment is processed via a secure connection between you, DIBS and Nets.

COMPLAINTS

If you wish to make a complaint about your purchase, you must contact us directly by phone, email or standard mail. If we are unable to find a solution, you may file a complaint to the Centre for Complaint Resolutions, Carl Jacobsens Vej 35, 2500 Valby, if the complaint relates to a consumer agreement and the conditions for filing a complaint are met. You can file a complaint to the Centre for Complaint Resolutions via www.forbrug.dk (<http://www.forbrug.dk>). If the Centre for Complaint Resolutions cannot find a solution, you can complain to the Consumer Complaints Board via www.forbrug.dk (<http://www.forbrug.dk>). The EU Commission's online complaints portal may also be used to file a complaint. This channel is particularly relevant if you are a consumer residing in another EU Member State. Complaints are filed via www.ec.europa.eu/odr (<http://www.ec.europa.eu/odr>).

Contact us

You can contact us at:

Ministry of Foreign Affairs of Denmark

Asiatisk Plads 2

1448 Copenhagen K

Phone: +45 3392 0000

CVR: 43271911

webshop@um.dk

← PREVIOUS



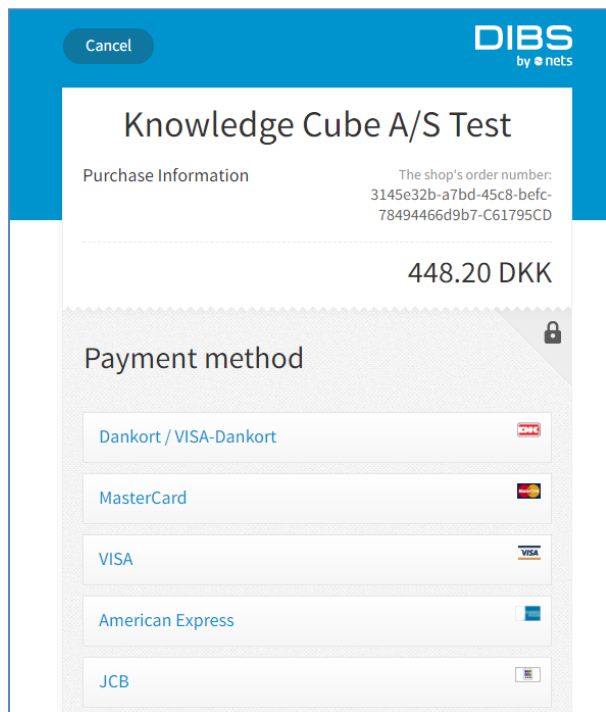
PAY →

Webshop

The amount to be reserved will show in Danish Kroner.

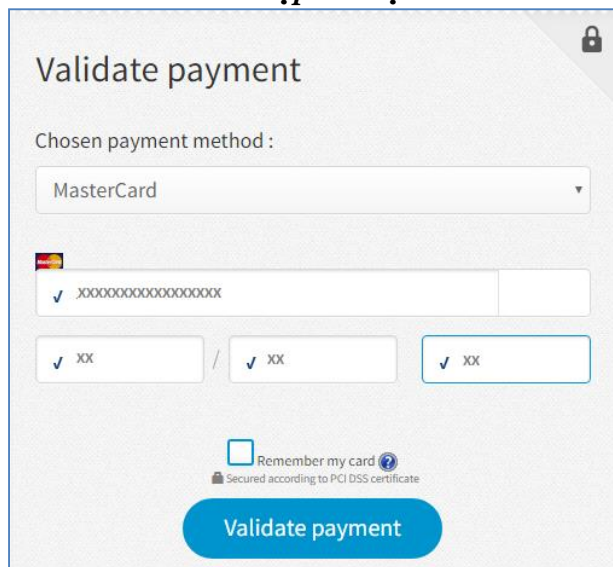
Số tiền được đặt trước sẽ hiển thị bằng đồng tiền Krone của Đan Mạch.

Select type of card/ **Chọn loại thẻ của Quý vị.**



The screenshot shows the DIBS payment interface. At the top, there is a 'Cancel' button and the DIBS logo. The main heading is 'Knowledge Cube A/S Test'. Below this, the 'Purchase Information' section displays the shop's order number: 3145e32b-a7bd-45c8-befc-78494466d9b7-C61795CD. The amount to be reserved is shown as 448.20 DKK. The 'Payment method' section is locked and lists several options: Dankort / VISA-Dankort, MasterCard, VISA, American Express, and JCB.

Enter card data/ **Nhập dữ liệu thẻ**

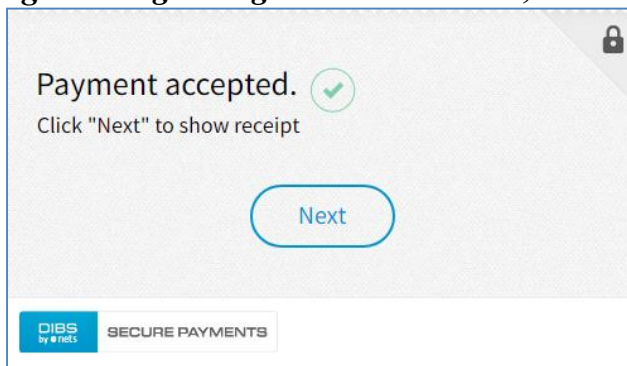


The screenshot shows the 'Validate payment' form. The 'Chosen payment method' is set to 'MasterCard'. The card number field contains a checkmark and a series of 'X' characters. Below the card number, there are three fields for the expiration date, each containing a checkmark and 'XX'. At the bottom, there is a checkbox for 'Remember my card' and a security notice: 'Secured according to PCI DSS certificate'. A large blue button labeled 'Validate payment' is at the bottom.

Click Validate payment/ **Nhấn chọn “Validate payment”**

IMPORTANT: If the payment is accepted, click **Next** to return to Applyvisa. If the user does not click Next, the payment is not registered on the application:

QUAN TRỌNG: Nếu thanh toán được chấp nhận, nhấp vào “Next” để quay lại Applyvisa. Nếu người dùng không nhấp vào “Next”, thanh toán không được đăng ký trên ứng dụng:



Cover letter and receipt/ *Thư xác nhận và biên lai*

The applicant must print and sign the application cover letter.

Người nộp đơn phải in và ký vào thư xác nhận.

YOUR APPLICATION HAS BEEN REGISTERED

We have received your application(s). Your reference number(s): **XXX-201901010101-0**

You must hand in the following documentation to the relevant Visa Application Center or Consulate. Your application will be processed by the **Danish Embassy/Consulate in Singapore**:

- A signed copy of the cover letter (you can print the cover letter below)
- A recent photograph of you
- Your passport or travel document
- Any other documentation that may be required

Please note that the Danish embassy/consulate cannot start processing the application before all the supporting documents have been submitted via the visa application center.

In order to open and print the cover letter, you need Adobe Acrobat Reader. If you do not have this program installed on your computer, you can download it by [clicking here](#).

PRINT COVER LETTER

[I will print the cover letter later](#)

Receipt

The cover letter and the receipt are saved and can be found under My applications.

Thư xác nhận và biên lai được lưu và có thể được tìm thấy trong mục “My applications”