



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
	<b>Cover letter</b> completely filled on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> , printed and signed by the applicant.
	<b>Visa Fee payment receipt</b> printed from <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> <b>*The visa is free of charge for official / diplomatic passports.</b> The reserved amount made on <a href="https://applyvisa.um.dk/">https://applyvisa.um.dk/</a> will be refunded by the Embassy.
	The <b>Original passport</b> 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 <b>previous visas and stamps</b> of the applicant's old passport(s) <i>if any</i> .
	A copy of the <b>official invitation</b>
	A <b>Note Verbale</b> issued by an authority concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the abovementioned events
	<b>Documentation of funds to cover the trip.</b> <i>According to the Danish Immigration Service you must have the <b>necessary means</b> to pay for your stay and return trip. As a general rule, you must have at your disposal approx. DKK 350 per day 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 <a href="https://www.nyidanmark.dk/">https://www.nyidanmark.dk/</a></i> - Other means (if any): Remittances, credit cards, regular incomes generated by property can also be submitted
	<b>Round trip ticket.</b> Flight/train/ferry reservation with fixed travel dates of maximum 90 days to Denmark and other Schengen countries. <b>(Do not buy the ticket until a visa has been granted).</b>
	<b>Original compulsory travel medical insurance</b> , 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. <b>If the applicant is a holder of a diplomatic passport, a travel medical insurance is not necessary.</b>

**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