



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 (any other type of travel document should be valid for at least 6 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.
	Proof of occupation. - If the applicant is employed: 1) the last three payslips, 2) labour contract or original documents confirming employment at recent date. - 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
	Documents from sponsor/host in Denmark: <input type="checkbox"/> Certificate of enrolment at an education establishment for the purpose of attending vocational or theoretical courses within the framework of basic or further training <input type="checkbox"/> Student cards or certificates of the courses to be attended <input type="checkbox"/> If the applicant is sponsored and/or hosted in a private accommodation: - Invitation/guarantee letter - 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. 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 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/ - 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.
	Round trip ticket. <i>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).</i>
	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