



Dear Applicant,

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy 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) if any.
	Copy of name or surname change certificate , if applicable.
	<u>Documents from employer/company:</u> Letter from employer. Documentation from the employer regarding what kind of job/ profession the applicant has in the company and for how long he/she has been employed by the company, reason for the visit to Denmark/Schengen and monthly salary. Company's registration Documentation that shows the applicant's company is registered in the country. Specifications of in which line of business the applicant's company is registered.
	A signed invitation or Online invitation containing contact details of the inviting party; applicant's identity; the purpose of the trip (meetings, conferences, training or business-related events); and the period and place of intended stay.
	A detailed Day-to-day agenda of the business activities taking place during the trip. Not applicable if VU5 invitation is submitted.
	Proof of accommodation: Hotel reservations, rental of holiday home or campus residence reservation. If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them.
	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 at a hotel, the amount must be greater, approx. DKK 500 per day. You can find further information https://www.nyidanmark.dk/
	Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen flight reservation, train itinerary or car rental. (Do not buy the ticket until a visa has been granted).
	Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.

Note : A translation to English/Danish must be attached to any documents in Thai

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