



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) <i>if any</i> .
	Copy of name or surname change certificate , if applicable.
	A signed invitation or Online invitation ID number . The invitation should state the relation between applicant and host, length of the relationship, when and where you last met, the purpose of the visit, when the applicant is expected to arrive and the length of the stay. It must be stated on the invitation if the reference will pay for the accommodation and living costs for the applicant. ☐ If a printed invitation letter is submitted, a copy of the data page of the host's passport has to be submitted as well. ☐ If the host is not a Danish/Icelandic citizen: a copy of the host's valid residence and work permit has to be submitted.
	Documents proving the relation with host: ☐ Copy of all relevant pages of Household Registration (bring original for verification). ☐ Copy of birth certificate (bring original for verification). ☐ Copy of marriage certificate, if relevant (bring original for verification). ☐ Copy of photos together and/or chatlogs etc.
	Proof of occupation. Original documents confirming employment, private business, school or studies and permission for leave.
	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/
	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.
	<u>If the applicant is under 18, he/she must also submit:</u> Copy of birth certificate (bring <u>original</u> for verification) If you are travelling alone: ☐ An original letter of consent signed by both parents, stamped by Amphur. If you are travelling with only one of your parents: ☐ An original letter of consent from the other parent, stamped by Amphur. If the parent you are travelling with has single custody: ☐ A copy of certificate of single custody (bring <u>original</u> for verification).

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