

**List of supporting documents to be submitted by applicants for short stay visas in
Vietnam (in Hanoi and Ho-Chi Minh City)**

All applications for Schengen visa must contain:

(1) Proof of financial means

- Original bank account statements (company or individual) on the turnover during the last three months. In addition:
 - If the applicant is employed:
 - The last three payslips;
 - Labour contract or recent employer statement;
 - Approval for holidays.
 - If the applicant is a company owner or self-employed:
 - Certificate of registration of the company*¹;
 - Statement of taxes payment.
 - If the applicant is retired:
 - Pension statements.
 - Other means:
 - Remittances;
 - Credit cards;
 - Regular incomes generated by property.
 - If the applicant is sponsored and /or hosted in a private accommodation
 - Applicants' proof of sponsorship / private accommodation by means of national form
 - Original invitation/guarantee letter;
 - Copy of the passport or national identification card of the sponsor/host;
 - Copy of the residence permit, if the sponsor/host is foreigner;
 - 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.

(2) Proof of lodging, hotel reservations, rental of holiday home, campus residence reservation or if stay with a family member or friend, proof of private accommodation (invitation) from the host.

(3) Proof of integration into the country of residence: Household registration record (Hộ khẩu Gia đình)*.

¹ Official documents marked with * must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the embassy or consulate where the application is lodged or in another language accepted by the embassy or consulate.

(4) If the applicant is a minor:

- If the minor travels with only parent only, written consent of the other parent or guardian, except in cases of a parent having the care or custody alone*;
- If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant*;
- Birth certificate of the applicant*;
- Copies of the ID cards of the parents*.

(5) Documents regarding the means of transport

- Flight reservation of return or round ticket. The applicant will have to show proof of return travel when entering the Schengen Area.

(6) Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (minimum coverage EUR 30 000).

ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:

• **Business trips:**

- An invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work;
- Other documents which show the existence of trade or work relations;
- Entry tickets for fairs and congresses, if applicable;
- Documents proving the business activities of the company (import-export license, proof of prior businesses, certificate of registration of the company*...);
- Certificate of the employment with stamp signed by a senior manager indicating the status of the applicant in the company.

• **Journeys undertaken for the purpose of study or other types of training:**

- Certificate of enrolment at an education establishment for the purpose of attending vocational or theoretical courses within the framework of basic or further training;
- Student cards or certificates of the courses to be attended.

• **Journeys undertaken for the purpose of tourism or for private reasons:**

- Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the envisaged travel plans;
- If the applicant is visiting relatives:
 - Certificate of the existence of family relations*;
 - If the applicant is married, marriage certificate*.

• **Journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:**

- Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey.
- **Journeys of members of official delegations who, following an official invitation, participate in meetings, consultations, negotiations or exchange programmes, as well as events held in the territory of a Member State by intergovernmental organisations:**
 - Copy of the official invitation;
 - Verbal note 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.
- **Journeys undertaken for medical reasons:**
 - Certificate from a medical doctor (designated by the consulate) and/or a medical institution confirming the need of specific medical treatment to be received in the destination country;
 - An official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly;
 - Proof of pre-payment of the treatment;
 - Any other correspondence between the sending medical doctor and the receiving hospitals, if available.
- **Airport transit visa**
 - Visa or other entry permit for the third country of destination.
 - Continuation flight tickets (proof of carrying out the onward journey).