

Notes for Submitting Missing Documents

The timeframe of submitting missing documents

The Regional Visa Hub requests you to hand in the missing/required documentation within **3 calendar days** (from the date when your application is submitted at Visa Application Centre with the checklist signed). If the Visa Hub has not received the documentation by this deadline, the Visa Hub will make a decision on the case based on the present information.

How to submit missing documents

If you choose to hand in missing documents in person at the Visa Application Centre, you will be required to provide the following documents:

- Present the original receipt (ICR) issued by Visa Application Centre
- Present a copy of the bio-info page of your passport for the application submission
- The checklist with the missing items marked provided by the Visa Application Centre upon you application submission
- The missing documents to be submitted

You may also delegate someone else to hand in your missing documents to the Visa Application Center. Your delegate should be required to provide the following documents:

- Present the original receipt (ICR) issued by Visa Application Centre
- Present an original identification document of the delegate (which is stated in the authorization letter below)
- An original Authorization Letter signed by the applicant (If the applicant is a minor, original Authorization Letter should be signed by the legal guardian)
Please note that the Authorization Letter should contain the name and the passport number of Applicant, the name, the identification document number and the contact number of the delegate, the relationship to Applicant and the authorization purpose.
- The checklist with the missing items marked provided by the Visa Application Centre upon you application submission
- The missing documents to be submitted

If you choose to send the missing documentation by e-mail:

- Please send to cangklvisa@um.dk which is the mailbox of the Regional Visa Hub Denmark, Guangzhou. **Please note that it will be via an unencrypted connection.** We strongly recommend that using pdf, jpg, png, docx, or xlsx file types. Other types may not be accepted. Emails must be written in Danish or English, and sent from the e-mail address stated in your application form.

Important: **No** postal option for submitting missing documents either to the Regional Visa Hub or any Visa Application Centre.