

VISA PROCEDURES TO SCHENGEN

DOCUMENT	DESCRIPTION	TYPE	NOTE
1. PERSONAL DOCUMENTS			
PASSPORT	Your passport must adapt criterias below - The passport must be exceeds at the end of your stay by at least 6 months. - The passport must have at least 2 blank pages to affix the visa - Signed at the field of "Signature of bearer" in page 3	Original	
EXPIRED PASSPORT	Submit all original of all expired passport	Original	
PASSPORT PHOTO	2 passport photos that meet French passport requirement. These photo cannot have been taken more than 6 months ago	Original	Link
HOUSEHOLD BOOK	Must be copied in A4 size	Certified	
MARRIAGE CERTIFICATE	Submit marriage certificate (if applicable) Note: Duplicated from the Mariage Certificate is not acceptable	Certified	
TRANSVIET FORM	Click the link to download	Original	Link
APPLICATION FORM	Click the link to download, sign and write full name Minors need signature from both father and mother	Original	Link
2. PROOF OF CAREER			
EMPLOYEE			
LABOUR CONTRACT	Labour contract must be in validity, certified by your company and must show category of contract (definite or indefinite term), job title, salary Note:: If labour contract does not meet criterias above, your must need a Original Recent employer statement	Certified	
PAYSLIPS	the last 3 payslips or 3 months banking statement	Original	
BUSINESS OWNER			
BUSINESS REGISTRATION	Must show the name of applicant	Certified	
TAX PAYMENT	Tax payments of last 3 months. Tax payments must be certified by the competent local authority If these documents are online, print them out and stamp	Certified	
3. PROOF OF FINANCIAL MEANS			
SAVING CONFIRMATION	must have at least 100 million VND/ person	Original	
BANK STATEMENT	last 3 months banking statement	Original	
CREDIT CARD STATEMENT	last 3 months credit card statement, credit card limit confirmation (if applicable)	Original	
4. PROOF OF PROPERTIES			
HOUSE/LAND REGISTRATION DOCUMENTS	If applicable	Certified	
VEHICLE REGISTRATION	If applicable	Certified	
OTHERS DOCUMENTS	If applicable, example : certification of shareholder ship, certification for rental properties,.....	Certified	
5. DOCUMENTS OF SPONSOR COMPANY			
BUSINESS REGISTRATION	Sponsor's business license is required	Certified copy	
BUSINESS TAX PAYMENT	Tax payments of last 3 months. Tax payments must be certified by the competent local authority If these documents are online, print them out and stamp	Certified	
BANK STATEMENT	last 3 months banking statement of sponsor company	Original	

TRANSACTION CONTRACT	If applicant is agent of inviting company, the agent contract is required Note: If applicant is employee of agent, Applicant must submit a labour contract and and a Recommendation Letter/Decision to join the trip	Certified	
LETTER OF GUARANTEE	The letter of guarantee must be signed by the representative with the original seal of sponsor. Sample as attached link	Original	Link
INVITATION LETTER	In case of attending meetings, fairs, exhibitions, or factory visits, the invitation letter of the organizing company is required. The invitation letter must contain all information about time, location which is signed and sealed by invitation person or invitation company.	Copy	