

For official delegations

Journeys of members of official delegations who, following an official invitation, participate in meetings, consultations, negotiations or exchange programs, as well as events held in the territory of a Member State by intergovernmental organization.

Each applicant must:

- 1.** Fill in one application form in English in capital letters. Please also see the Vietnamese version of the application form. The form is only for the convenience of non-English speaking applicants and should not be submitted to the Embassy.
- 2.** One copy of passport or official travel document. The passport must be issued within the last 10 years with a validity that exceeds the end of your intended stay by at least three months. The passport must have at least 2 blank pages to affix the visa. Previous passport may also be requested in case of having previous visas to Schengen.
- 3.** One accurate & recent passport photo. The size must be 35x45mm, and the size of the head from top to chin between 30-36mm. Photos that don't comply with these criteria will be refused.
- 4.** A copy of the official invitation.
- 5.** 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.
- 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).

If the applicant is a holder of a Diplomatic Passport, a travel medical insurance is not necessary.