



# **DOCUMENT CHECKLIST**

## **VIETNAM VISAS**

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email [info@travcour.com](mailto:info@travcour.com) with your preferred time.

### **THE FOLLOWING SERVICES ARE AVAILABLE;**

**Standard service – ONE WEEK**

**Express service – NEXT DAY**

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

**In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.**

**Order form fully completed and signed**

**Visa application, printed & signed.**

**1 x passport photo - professional photos only on pale grey background. Cannot be the same as one in passport**

**Passport**

Travcour UK Ltd does not share data with any third party other than the governing office you are applying to. Copies of your application will not be stored by us and any card or bank information is destroyed once your order is completed.



**MINISTRY OF FOREIGN AFFAIRS  
SOCIALIST REPUBLIC OF VIET NAM**

**VISA APPLICATION FORM**

01 passport  
photo  
affixed here

**(To be submitted at  
Embassy of Vietnam)**

1. Full name: .....  
*Tên đầy đủ*

2. Date of birth: ...../...../.....  
*Ngày sinh (DD / MM / YYYY)*

3. Place of birth: .....  
*Nơi sinh*

4. Gender: **Male / Female**  
*Giới tính*

5. Nationality: .....  
*Quốc tịch*

6. Contact information:  
*Thông tin liên hệ*

Address (Work/Home):.....

.....

.....

Telephone: .....

Email: .....

7. Sponsor information (if any):  
*Thông tin cơ quan/ cá nhân mời đón*

Name: .....

Telephone: .....

**Checklist: Before submitting, make sure you have included:**

- 1. Valid passport
- 2. Completed application form with photo
- 3. Visa fee
- 4. Postage fee and self-addressed envelope  
(if returned by post)
- 5. Service :
- Next day
- At least 3 working days

8. Passport number: .....  
*Số hộ chiếu*

Date of expiry: ...../...../.....  
*Ngày hết hạn hộ chiếu (DD / MM / YYYY)*

9. Number of entries: **Single / Multiple**  
*Số lần nhập cảnh*

10. Visa duration: **30 days / 90 days**  
*Thời hạn visa*

11. Proposed date of entry: ...../...../.....  
*Ngày dự kiến nhập cảnh (DD / MM / YYYY)*

12. Proposed date of exit: ...../...../.....  
*Ngày dự kiến xuất cảnh (DD / MM / YYYY)*

13. Place of visa submission:  
*Nơi nộp hồ sơ*

**Viet Nam Embassy in the UK**

14. Visa issuing authority:  
*Nơi nhận thị thực*

**Viet Nam Embassy in the UK**

15. Purpose of entry: **Tourism / Business / Other**  
*Mục đích nhập cảnh*

*The statements made in this application are the best of  
my knowledge and duly liable by the laws.*

*Tôi xin chịu trách nhiệm trước pháp luật những lời khai trên.*

Date: ...../...../.....

Signature: .....