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**DOCUMENT CHECKLIST SCHENGEN VISA TO NORWAY**

**List of supporting documents to be submitted by applicants in the Philippines***Submit all required**documents when you meet at VFS, otherwise the application may be rejected. Print out this list, tick off the boxes and sign.*

1. **GENERAL REQUIREMENTS**

|  |  |
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|  | **Original passport** valid for three months after the intended travel and containing at least two blank pages. Copies of the bio data page and used pages |
|  | One **photo** not older than six months, not edited ([requirements](https://www.icao.int/Security/mrtd/Downloads/technical%20reports/annex_A-photograph_guidelines.pdf)) |
|  | A signed print out of the **harmonised** **application form** from the [UDI online application portal](https://login.udi.no/udiabx.onmicrosoft.com/oauth2/v2.0/authorize?p=b2c_1a_signuporsigninidporten&client_id=9bb525d6-40a8-41a1-839c-23a4b7284544&redirect_uri=https%3A%2F%2Fmy.udi.no%2Fsignin%2Fb2c_1a_signuporsigninidporten&response_type=id_token&scope=openid%20profile&response_mode=form_post&nonce=638381179195812356.NzU2YmEyNDktMGZiMS00ZThmLThiNTQtNjEyMmJiNmYzOTk3NGRlY2E1OTUtYTRhNC00NTljLTg1MjAtNWJkMGU4ZDJmNjU3&state=CfDJ8EWQnwbckn9PikQlb7HR6EfY0SHXfgiOMV9nJcwuRWYeMHg2schOUmSDndq7_vZ3CX9umjJtpwWQEqfUb4hMEsHXq1zL93bsRL7wrkqKu-nsyriRNVRDbZm4ijel_C7UVA0NLF1xtIa8Ar5bXBedgOtbBNLiy9ADjjyrmIkqE_XS3cbumpldoZ7Lz9uAMZAOI8k8mpT3dPF1cepKda7X3mLOlS8Ez2Ki0dg5PoBv4LxOMxnpgiak-tEoKl56Bpc1U1ijN0rQ-GRYf76PmJzgBApEYpFzE769BMRg4JVNHzGN4JHkgIGyifJlu8mDwxDOIQ&x-client-SKU=ID_NETSTANDARD2_0&x-client-ver=6.10.0.0) |
|  | **Travel medical insurance** valid for the entire trip and the entire Schengen area, with coverage of at least EUR 30,000 |
|  | **Proof of financial means** |
|  | Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months |
|  | For minors: Proof of parents’ or legal guardian’s economic means (see above) |
|  | **Proof of travel arrangements:** copy of the travel itinerary |
|  | **Proof of ties in the Philippines**  Proof of social security contributions, if relevant  Copy of real estate property – title-deed, if relevant  Proof of family ties in the Philippines (e.g. birth certificate of children or  marriage certificate). These certificates should be issued by the Philippine  Statistics Authority (PSA) |
|  | **Proof of occupation** |
|  | If employed  Certificate of employment  Certificate of leave absence  Latest Income Tax Return |
|  | If self-employed  Proof of company registration issued by the Department of Trade Industry  (DTI)/Securities Exchange Commission SEC registration of business  Latest Income Tax Return  Business Financial Statement |
|  | If pupil or student  Proof of enrolment  Certificate of leave absence if travelling during school year |
|  | **If travelling with spouse and/or children**  Marriage contract certified by the Philippine Statistics Authority (PSA)  Birth certificates of children certified by the Philippine Statistics Authority  (PSA) |
|  | **Proof of accommodation:** Confirmation of hotel booking, hotel voucher or signed [sponsorship form](https://www.udi.no/globalassets/global/skjemaer/sponsorskjema-bm-og-eng.pdf) by the host |
|  | **For non-Philippine applicants:** Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Schengen area |
|  | **Minors** |
|  | If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian |
|  | If the name of the father does not appear in the PSA issued birth certificate, no consent is required |
|  | Copy of bio data page of parent(s) or legal guardian’s passport |
|  | Birth certificate certified by the Philippine Statistics Authority (PSA) |
|  | If travelling alone: Department of Social Welfare and Development (DSWD)  clearance |

1. **DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE TRIP**

|  |  |
| --- | --- |
|  | **Tourism** |
|  | Detailed day-to-day itinerary of the planned trip |
|  | **Family or friends visit** |
|  | Proof of sponsorship and/or proof of accommodation by the host in Norway: [Sponsorship form](https://www.udi.no/globalassets/global/skjemaer/sponsorskjema-bm-og-eng.pdf) |
|  | Proof of relationship |
|  | **Travelling for the purpose of business or an official visit** |
|  | Certificate from the employer:   * letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc. |
|  | Invitation from the inviting company or organisation:   * the letter should contain the following information:   + relevant personal data of the invited person   + the invited person’s function   + length of the visit   + purpose of the visit and activity to be undertaken during the stay   + who is to cover the cost of the stay; and   + name and position of the counter signing person |
|  | Proof of recent business contacts:   * Proof of continued business relation between the two companies (e.g.   contracts, invoices), if relevant |
|  | **Participants in commercial fair, congress, cultural and sports events:** |
|  | A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity |
|  | **Study, research or other types of internship:** |
|  | Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or |
|  | Cover letter from the inviting company |

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| **OPTIONAL:** | |
|  | If you want another person to represent you during the case process, you can give the person a [Power of Attorney](https://www.udi.no/en/word-definitions/power-of-attorney--authorisation-/) |
|  | If you are applying for a long-term visa with multiple entries, we recommend that you submit your previous visas with entry/exit stamps |
| **Applicant’s remarks (if any) and signature:** | |
| **VFS’ remarks:** | |
| VFS center: Date: Signature: | |