

**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**

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|  | **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.
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|[ ]  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
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|[ ]  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: |