



ROYAL NORWEGIAN EMBASSY

Abu Dhabi

BUSINESS VISA DOCUMENT CHECKLIST

You must hand in the **COVER LETTER** signed and the **RECEIPT** from the application portal when you submit all the necessary documents, otherwise, the application may be rejected.

- All documents must be translated into English or Norwegian
- A4 format copy of each of the documents and with no staples and pins.

Please print out the document and sign below.

Attach the Document Checklist to your application and **deliver the application in following order:**

	Document requirements (A4 format)	Submitted	Not submitted
1	Cover letter and application form. Both must be signed.		
2	Original current passport. Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages. And copy of biodata page from passport.		
3	One passport photo not older than six months. Do not staple or glue the pictures to the application form		
4	Copy of valid residence permit in United Arab Emirate (UAE)		
5	Bank statements for the past three months or any verifiable evidence of sufficient means of subsistence during the intended stay, e.g. salary slips for the past three months		
6	Official invitation letter from the Norwegian company or organization with their contact details (contact person, e-mail, telephone), stating the applicant's identity, the purpose and length of the visit (eg meetings, conference, factory visits, sports event, fairs), place of intended stay and who will bear the travel and living costs, including information regarding what activities will be performed		
7	Letter confirming employment or owning a private business stating the applicant's identity, the company's contact details (contact person, e-mail,		

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	<p>telephone), including information regarding position of the applicant, purpose and length of the journey, what activities will be performed, place of intended stay and who will bear the travel and living costs</p> <p>If the applicant is a company owner or self-employed: certificate of registration of company</p>		
8	Travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EURO 30.000.		
9	<p>Flight reservation:</p> <ul style="list-style-type: none"> • Flight reservation <i>Do not buy the ticket until visa has been granted</i> 		
10	Proof of financial means; copy of bank statements from the last 3 months, signed and stamped by the bank,		
11	<p>Supporting documents;</p> <ul style="list-style-type: none"> • copy of family member(s) residence permit in the UAE (If applicable) • Information of length of residence in the UAE (How long you have been residing in the UAE) 		

The Embassy may contact the applicant to request additional information/documentation and to interview the applicant.

<p>I hereby confirm that I personally, have submitted this application for a visa and that all information stated in the applications is correct. False information/documents may lead to expulsion from the whole Schengen area.</p> <p>I have been informed about the documents I have not submitted and I understand that my application can be rejected if I do not hand in all required documents</p> <p>Date: _____ Place: _____ Signature _____</p>
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For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

.....
City and Date

.....
(Signature of VFS staff)