



ROYAL NORWEGIAN EMBASSY

Ankara

VISA APPLICATION CHECKLIST KOSOVO – ALL CATEGORIES

All documents must be accompanied by a translation into English or Norwegian
All documents must be in A4 format, without staples or pins
No supporting documents can be older than 6 months

Purpose of visit: _____		
1. Required documents for all applications for Schengen-visa to Norway from Kosovo (All requirements mentioned in section 1 must be presented by all applicants).	For VFS: Submitted	For VFS: Comment
Original passport – copy of ID-page and all used pages in current passport, entry/exit stamps from previous used visas, current passport must be valid for at least three months longer than intended stay in Norway and must have at least 2 blank pages		
A signed print out of the harmonized application form from the UDI online application portal		
Proof of sufficient funds to cover the trip (proof of means of subsistence) – proof of regular income such as salary slips of the last six months AND bankaccount statement movements over the last six months AND payment contribution to the Kosovo Pension Savings Trust (KPST) – TRUSTI over the last six months. If visiting family, friends, romantic partner it is an option to have the reference guarantee for the expenses during your stay in Norway by filling in the UDI GUARANTEE FORM FOR VISIT Guarantee for visitors - UDI		
Original travel and medical insurance - must cover the entire Schengen area for minimum amount of euro 30.000 for the entire period applied for		
Proof of accommodation in Norway - evidence of hotel booking or other proof of accommodation for the entire trip.		
Civil status certificates – Original birth certificate, original joint household certificate, original marriage certificate and/or death certificate and if you are visiting close family you must document existing family ties (ex. Their birth certificates or marriage certificate of reference person).		
Power of Attorney: If you want someone to act on your behalf in connection with your application, you must authorize this person to do so, by filling in the UDI POWER OF ATTORNEY FORM power-of-attorney-e.pdf (udi.no)		

<p>2. Mandatory documents according to purpose of travel (choose the one category below relevant for you and provide all documents mentioned).</p>		
<p>a. For visiting family or friends or romantic partner:</p> <ul style="list-style-type: none"> • <u>Invitation</u> containing information about length of stay, details on the relation between the inviting person and the applicant, the inviting person's ID and personal identification number, date and signature. Please note that it is the closest relative that should invite. • <u>Proof of family ties if visiting family</u> (ex. birth certificate or marriage certificate of the reference person) 		
<p>b. For travelling on business:</p> <ul style="list-style-type: none"> • <u>Documents from the inviting company:</u> written request from the inviting company/organization, with official stamp and signature of the company, containing the following information: full name and date of birth of the invited person, purpose and exact length of the visit, information about address of residence in the hosting country, duration of cooperation or how the contact was established and information on the entity to cover the cost of the stay. 		
<p>c. For cultural events, conferences, sports:</p> <ul style="list-style-type: none"> • <u>For cultural, artistic and educational activities:</u> written request from the inviting company/organization, with the official stamp and signature of the company/organization, containing the following information; full name and date of birth of the invited person, exact length of the visit, information about address of residence in the hosting country, information on the entity to cover the cost of the stay, certificate of the organization registration in the hosting country, copy of the passport of the responsible person in the hosting country • <u>For sport activities;</u> invitation from the organizing club/federation in the host country, photocopies of all pages in the sports federation matriculation card, certificate from the sending sports club/federation and proof of paid registration fee to the event/tournament 		
<p>d. Tourist</p> <ul style="list-style-type: none"> • <u>Travel arrangements</u> – flight reservations, other proof of intended means of transport, proof of travel itinerary. (DO NOT buy ticket before you have received confirmation your visa is granted) • <u>Proof of accommodation</u> (hotel booking confirmation) and booking details and travel plan for your holiday. 		
<p>3. Documents to be presented by specific categories of applicants (choose the one category below relevant for you and provide all documents mentioned).</p>		
<p>a. For employees:</p> <ul style="list-style-type: none"> • Employment contract, certification of payment of taxes in their name by the employer over the last six months, vacation confirmation by employer • <u>Payment of contribution to the Kosovo Pension Savings Trust (KPST) - TRUSTI,</u> over the last six months 		
<p>b. For company owners:</p>		

<ul style="list-style-type: none"> • Certificate of business registration, tax statement of the Kosovo company 		
<p>c. For students:</p> <ul style="list-style-type: none"> • Student card or copy of the registration at the university / registration confirmation letter or the student index signed and stamped by university • Proof of sufficient personal funds or your parent's sufficient funds for the entire stay, or provision of guarantee form 		
<p>d. For farmer:</p> <ul style="list-style-type: none"> • Proof of property ownership 		
<p>e. For pensioners</p> <ul style="list-style-type: none"> • Proof of pension over the last 6 months 		
<p>f. For minor under 18 years and travelling alone or with one parent or legal guardian only: Written consent approved by public notary by the non-travelling parent (s)/legal guardian(s) or proof approved by public notary of sole custody of the travelling parent/legal guardian (ex. birth certificate of the minor (indicating only one parent) death certificate, divorce agreement or custody agreement</p>		

For the applicant:

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
(Please be aware that you cannot submit additional documents by e-mail after handing in your application unless requested by the Embassy)

Date:

Place:

Signature:

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)