



Checklist A “Schengen Visa – Category C”

Business/Work/Study/Cultural/Commercial

This leaflet stipulates the legal requirements and is carried out in cooperation with VFS Global to facilitate the visa application. This leaflet can be downloaded free of charge.

	I. REQUIRED DOCUMENTS	Submitted
1	Cover letter <ul style="list-style-type: none">The cover letter should be printed out, signed and dated by the applicant	
2	Passport in original <ul style="list-style-type: none">Validity minimum 90 days from the end of your visit to the Schengen areaIssued no longer than 10 years agoAt least two unused opposite visa pagesFor non-Malawians: residence permit in Malawi. If you do not have a residence permit, you need to document in writing why you wish to apply from Malawi.	
3	One (1) recent passport sized photographs <ul style="list-style-type: none">White backgroundClear facial features and eyes – not covered by hair or glass frames	
4	Photocopies <ul style="list-style-type: none">Copy of passport page containing personal data (bio page)Copies of stamped passport pagesCopy of previous passport (bio page and stamped pages)Copy of National ID-card	
5	Flight and hotel reservation <ul style="list-style-type: none">Flight reservation or travel itinerary. <i>Do not buy the ticket until visa has been granted</i>Hotel booking/reservation with full address for the entire visit	
6	Overseas medical insurance <ul style="list-style-type: none">Valid for the entire visit and covering all Schengen countriesMinimum coverage of € 30.000Including the policy number and name of the person travellingThe insurance document should be signed and stamped by the Insurance company	
7	Letter from local employer/university <ul style="list-style-type: none">Stating name, postal address and telephone number of employer/universityIncluding details regarding applicant’s working position, starting date of employment and salaryIncluding timeframe of work leave and purpose of travel<u>If self-employed</u>: Original business/company certificate <u>or</u> certified true copy from the Registrar General’s Office	
8	Proof of financial means <ul style="list-style-type: none">Original/stamped bank statements <u>or</u> original/stamped payslips from the last 3 monthsProof of personal property in original <u>or</u> certified true copy by Land Registrar.Other sources of income such as rental income, assets etc.	

9	Personalized invitation from the hosting company/institution in Schengen <ul style="list-style-type: none"> • Stating name, postal address and telephone number • Information on the purpose and length of the visit • A guarantee from hosting company/institution for travel expenses (if applicable) 	
10	Documents required, cf. questionnaire <ul style="list-style-type: none"> • Original marriage certificate <u>or</u> certified true copy from the Chief Legal Officer, the Registrar General's Office, church or Apostille from Ministry of Foreign Affairs • Original birth certificate <u>or</u> certified true copy from the Chief Legal Officer, the Registrar General's Office, National Registration Bureau or hospital • If applying for a multiple entry visa: documentation on future trips. 	
11	If the applicant is a minor (under the age of 18) <ul style="list-style-type: none"> • Original birth certificate • School letter • Consent form signed by both parents • Copies of passport/ID of both parents • <u>If one parent/legal guardian has sole custody:</u> Original court order warding custody, including the custody ruling • <u>If one/both parent is dead:</u> Original death certificate • NB! Both parents/guardians have to meet in person at the Visa Application Centre 	
12	Receipt of visa fee online payment	
13	Questionnaire: Filled and signed by the applicant	

II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- The processing time is 15 calendar days from the day the Norwegian Embassy receives the complete application. The applicant will receive notification when the application has been processed.
- Non-submission of necessary documentation may lead to refusal of visa application.
- The Norwegian Embassy reserves the right to verify (check) the information and documentation that is provided with the application.
- False or falsified documents will lead to refusal of visa and /or further consequences.
- **The Norwegian Embassy reserves the right to ask for additional documents and/or call applicant for an interview.**

III. SIGNATURES AND AGREEMENT

A) For Visa applicant:

I HAVE READ AND AGREED TO THE TERMS AND CONDITIONS VALID FOR THE VISA APPLICATION AS PER ABOVE.

B) For VFS staff:

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

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City and Date (Signature of applicant)

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City and Date (Signature of VFS staff)

Person control form

NOTES (for Application Centre use only):

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Norwegian Embassy

Supplementary Questionnaire for Schengen Visa Applications

QUESTIONNAIRE A: BUSINESS/WORK/STUDY/CULTURAL/COMMERCIAL

1. Name, date of birth, citizenship

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2. What is your marital status?

Single Married Divorced Separated Cohabitant Widow(er)

If you are married or in a partnership, write the name and date of birth of your spouse/partner.

Documentation required: original marriage certificate or certified true copy

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3. Do you have any children? If yes, please list the name and date of birth for each child.

Documentation required: original birth certificate or certified true copy

4. Does any of your family members live outside of Malawi? If yes, please specify (who, where):

5. Please state the name and address of your employer/university:
Documentation required: letter from local employer/university
If self-employed: original business/company certificate or certified true copy

Telephone number:	Email:
Name and position of superior/advisor:	

6. What is your position in the company/organization/university?

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7. For how long have you worked/studied there?

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8. What is the purpose of your trip?

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9. Who is paying for the trip?

Applicant Employer Host company/person Other, please specify

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10. Who initiated the contact between you and the company/organization/university?

11. Have you had previous visits to the Schengen area?

Yes No

If yes, when and where was it?

12. Are you planning other visits to the Schengen area in the future or are you a frequent traveler so that you are in need of a multiple entry visa?

Yes No

If yes, when and where are you planning to go and what is the purpose of the visit(s)?

Documentation required: documentation on future trips.

13. Do you have a pending residence permit application in a Schengen country?

Yes No

14. Have you ever been rejected a Schengen-visa before?

Yes No

If yes, when, where and why?

Please make sure to provide supplementary documentation requested in this questionnaire.

Date:	Place:	Signature (for minors: signature of the parents/guardians):