



Checklist B “Schengen Visa – Category C”

Diplomatic or service passports

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.

- **Malawian diplomatic passport holders** travelling to Germany, the Netherlands, Belgium and Luxembourg do not need a Schengen visa for short stays up to 90 days. However, if you are visiting or transiting through another Schengen country, a Schengen visa is required.
- **Malawian service passport holders** travelling to the Netherlands, Belgium and Luxembourg do not need a Schengen visa for short stays up to 90 days. However, if you are visiting or transiting through another Schengen country, a Schengen visa is required.

	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 area• Issued no longer than 10 years ago• At least two unused opposite visa pages	
3	One (1) recent passport sized photographs <ul style="list-style-type: none">• Should not be older than 6 months• White background• Clear facial features and eyes – not covered by hair or glass frames	
4	Photocopies <ul style="list-style-type: none">• 1 copy of passport pages containing personal data (bio page)• Copies of stamped passport pages• Copy of previous passport (bio page and stamped pages)• Copy of National ID-card	
5	Flight reservation <ul style="list-style-type: none">• Flight reservation or travel itinerary. <i>Do not buy the ticket until visa has been granted</i>	
6	Overseas medical insurance (for service passport holders only) <ul style="list-style-type: none">• Valid for the entire visit and covering all Schengen countries• Minimum coverage of € 30.000• Including the policy number and name of the person travelling• The insurance paper should be signed and stamped	
7	Official introduction letter from Malawian authority	
8	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	
9	Additional information: <ul style="list-style-type: none">• If applying for a multiple entry visa: proof of future trips	
9	Receipt of visa fee online payment	

10	Questionnaire: Filled and signed by the applicant	
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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.

.....
City and Date

.....
(Signature of applicant)

.....
City and Date

.....
(Signature of VFS staff)

Person control form

NOTES (for Application Centre use only):



Norwegian Embassy

Supplementary Questionnaire for Schengen Visa Applications

QUESTIONNAIRE B: DIPLOMATIC OR SERVICE PASSPORTS

1. What is the purpose of your business trip?

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2. Who is paying for the trip?

Applicant Employer Host company/person Other

3. Have you visited the Schengen area before?

Yes No

If yes, when and where was it?

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4. Are you planning future visits to the Schengen area 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.

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

Date:	Place:	Signature (for minors: signature of the guardian):