

CHECKLIST - BUSINESS/ OFFICIAL TRIP TO NORWAY

IMPORTANT REMINDERS BEFORE YOUR INTERVIEW

- > Applicant should come in person for submission of application and biometric data registration.
- > Applicant must ensure that all mandatory requirements are met.
- > Applicants must submit a certified translation into English or Norwegian of all required documents.
- > Supporting documents should be submitted to strengthen the purpose of application.
- > It is the applicant's responsibility to ensure that all documents are submitted.
- > Check the boxes to confirm that you submit the required documents.
- > Remove staple wires and paper clips from your documents.
- > Photocopies must be clear, readable and no older than 6 months.
- > Visa fee is to be paid 60 EUR
- > Answer the Questionnaire in English or Norwegian before your interview.
- > Bring all your ORIGINAL DOCUMENTS for checking your photocopies.
- > Visa Processing time is 15 days, unless the case requires further scrutiny.

DATE OF APPLICATION:

(dd/mm/yy)

NAME OF APPLICANT:

Last Name

First Name

Middle Initial



MANDATORY REQUIREMENTS

- Cover Letter** must be printed from the Application Portal and signed by the applicant
- One (1) passport sized photo with white background and not older than 6 months.** Edited photos are not accepted.
Paste your photo (do not staple) on the upper right corner of the Cover Letter.
- Photocopy of Original Passport** - biopage and used pages (with visas and stamps)
Original passport should be submitted along with the application.
Passport should be valid for at least 3 months after departure from Schengen Area.
Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s)
- Birth Certificate and copy of original**
- Letter of Invitation from the host company in Norway**
The letter should be written on the company's official letterhead & signed by the authorized representative of the company.
The letter of invitation should have the organization number and contact information.
It should state the name of the participant, purpose and duration of the trip.
The invitation should have information of who will guarantee the travel expenses.
- Reservation of Roundtrip Airline Ticket Reservation** - Do not pay for/buy the ticket until a visa has been granted.
Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation.
- Photocopy of Travel Medical Insurance** - can be bought from any insurance companies;
should be valid in all Schengen States and cover the entire period of the person's intended stay or transit.
The minimum coverage shall be EUR 30,000/ USD 50,000.
- Original Bank Certificate for the last three months and proof of property ownership.**
The applicant should submit proof of sufficient funds if the inviting entity will not guarantee the travel expenses.
- Visa fee 60 Euro**



SUPPORTING DOCUMENTS

- Photocopies of Previous Passports** (for the past 3 years) - biopage and used pages (with visas and stamps)
- Certificate of Employment** - stating position, length of service, salary, purpose and duration of the trip
- Latest Ghazette** - original to be presented, company ID
- The last 3 salary slips**
- Photocopies of documentation of own means/properties (if applicable)**
Examples: photocopies of land titles or car certificate of registration with official receipt
- Hotel bookings and travel itinerary - if there are side trips outside Norway**
- If self-employed**

- a. Corporation - photocopies of SEC registration with attached present Articles of Incorporation and annual income.
 b. Single proprietorship - photocopies of Business Name Registration Certificate from DTI and latest income Tax statement.

QUESTIONNAIRE

1. How long have your company in Iran and the company in Norway been in business together?
2. What is the purpose of the business trip? What is your role?
3. What is your position in the company?
4. How long have you worked there?
6. Have you been to Schengen area before? No YES, indicate which country and date of travel: _____
7. Do you have any planned side trips outside Norway? YES, indicate which country and no. of days: _____
8. What is your highest educational attainment? ELEMENTARY HIGH SCHOOL VOCATIONAL
 COLLEGE, course? _____
 OTHERS, please specify: _____
9. What is your marital status? SINGLE MARRIED WIDOW (ER) Divorced
10. Do you have children? YES, how many? _____ Where do they live? _____
11. List of education, and degrees attained
12. What business does the company you are employed in, and what is your role in it?
 Nuclear, special, materials processing, facilities, equipment
 Electronics, computers, telecommunication and or information security, sensors and or lasers
 Navigation, avionics, aerospace and propulsion, marine
13. Do you visit other Schengen countries? Where? Why? How many days?
14. How long will you be in Norway? Single or multiple entry?

Additional Information: _____

I hereby confirm that all the information stated and supporting documents are true and correct.

 Signature of applicant

 Place, Date

FOR EMBASSY USE ONLY

TO BE ANSWERED DURING INTERVIEW SCHEDULE

- I decided not to submit my application because of lacking documents. I am willing to rebook my appointment.
 Note: Proceed to Application Portal and **rebook your appointment**. No need to pay again.
- I decided to submit my application eventhough there are lacking documents. I am also aware that there is a risk in my visa application being rejected.

 Signature of applicant

 Place, Date