



ROYAL NORWEGIAN EMBASSY

Ankara

Checklist – IRAN - Business/Official visits to Norway

IMPORTANT INFORMATION

- Applicants should come in person for submission of application and biometric data registration.
- Applicants 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 the application.
- It is the applicants' responsibility to ensure that all documents are submitted.
- Check the boxes to confirm whether the documents are submitted or not.
- 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, 80 EUR
- Visa processing time is 15 calendar days, unless the case requires further scrutiny.

I . DOCUMENTS TO BE SUBMITTED

	MANDATORY REQUIREMENTS	Submitted	Not submitted
1	A signed print out of the harmonized application form from the UDI online application portal		
2	One (1) passport sized photo with white background no older than 6 months. Edited photos are not accepted. Paste your photo (do not staple) on the upper right corner of the Cover Letter.		
3	Photocopy of Original Passport biodata page. Original passport should be submitted along with the application. Passport should be valid for at least 3 months after the departure from the Schengen area. Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s).		
4	Birth Certificate and copy of original		
5	Letter of invitation from the host company in Norway The letter should be written on the company's official letterhead and 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 cover the travel expenses.		
6	Sponsoring as a company or organization -If the person going to visit a company or an organization does not have enough money, the company or business in Norway can pay for their stay. A contact person in the company or business must fill out a sponsorship form. See www.udi.no for the sponsorship form		
7	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.		
8	Photocopy of Travel Medical Insurance – can be bought from any insurance company; should be valid in all Schengen States and cover the entire period of the person's intended stay or transit.		
9	Original Bank Certificate for the last three (3) months and proof of property ownership. The applicant should submit proof of sufficient funds if the inviting entity will not cover the travel expenses. The minimum coverage must be EUR 30,000.		
	SUPPORTING DOCUMENTS		

10	Latest Ghazette – original to be presented, company ID		
11	The last three (3) salary slips		
12	Photocopies of documentation of own means/properties (if applicable) Examples: photocopies of land titles or car certificate of registration with official receipt.		
13	Hotel bookings and detailed travel itinerary – if there are additional trips outside Norway		
14	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.		

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

- During the processing time the passport has to remain with the Norwegian Embassy in Tehran. If the applicant needs his/her passport urgently during the processing period a written request must be submitted together with supporting documents if applicable, and the Embassy will return the passport to VFS Global within 1 working day. Please be aware that a VFS resubmission fee will be applicable.
- False or falsified documents will lead to refusal of visa and /or further consequences.
- **The Norwegian Embassy in Ankara reserves the right to ask for additional documents and/or call applicant for an interview.**

III SIGNATURES AND AGREEMENT

A) For Visa applicant:

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. 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

B) For VFS staff:

The applicant has been informed of the above. The remarks have been completed together with the applicant.

.....
City and Date

.....
(Signature of applicant)

.....
City and Date

.....
(Signature of VFS staff)