

CHECKLIST - TOURISM AND OTHER

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 35 EUR children/ 60 EUR adults
- > 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
- Schengen Visa Application Form** - completely filled out and signed by the applicant
This form must be downloaded and printed from the Application Portal.
- 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. It must have at least 2 unused pages (if approved, the visa will be affixed on said page/s). It should also be valid for at least 3 months after departure from Schengen Area.
- Birth Certificate and copy of original.**
- Original Bank Certificates for at least 3 months and proof of property ownership**
- Photocopy of Hotel Bookings/Accommodations**
- Photocopy of Full Itinerary or Detailed Day to Day activities of the trip**
- 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.
- 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.

ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)

- If travelling alone** : Original letter of consent signed by both parents and photocopies of passports/valid IDs of parents with signature.
- If travelling with only one of the parents**: Translation of consent letter from parent who is not travelling. Signed and sealed at Notary public office.
- If only one parent has the sole custody of the child** : Photocopy of Court Decision awarding custody to that one parent must be submitted.
- If the other parent is dead** : Photocopy of Death Certificate must be submitted.

NB: For the protection of children, the above documents will be verified and long processing time will be expected.



SUPPORTING DOCUMENTS

- Photocopies of Previous Passports** (for the past 3 years) - biopage and used pages (with visas and stamps)
- If currently employed** submit Certificate of Employment stating position, length of service, salary and duration of approved leave of absence, photocopy of company ID, and payslips for the last 3 months. Ghazette/Proof of SSO.
- 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
- If currently a student** submit Certification of enrolment from the school & school ID. If you will be going on a holiday during summer or semestral break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during school year, a certificate of leave of absence from school should also be submitted.
- Marriage Certificate (if applicable)**
- Birth Certificates of your children (if applicable)**
- Documentation of own means/properties (if applicable)**
Photocopies of land titles or car certificate of registration with official receipt

QUESTIONNAIRE

1. What is the purpose of your application? CRUISE ORGANIZED TOUR PRIVATE TOUR OTHER
Specify: _____
2. What is your main destination? _____
(COUNTRY)
3. Do you have the full itinerary of your trip? YES NONE
4. How many entries are you asking for? 1 2 MULTIPLE, why? _____
(state the reason)
5. Do you have hotel booking(s)? YES NONE
If NONE, where will you stay? _____
6. What is your marital status? SINGLE MARRIED WIDOW (ER)
 SEPARATED DIVORCED WITH COHABITANT
7. Do you have a job? YES, since when have you been employed? _____ Income per month? _____
 IF NONE, please write other sources of income: _____
Income per month? _____
8. Do you have relatives in the Schengen area? YES, please specify: _____
(parents, siblings, children, grandparents, other relatives)
If YES, which country in Schengen Area? _____
 NONE
9. Have you had previous Schengen visa? YES, indicate which country and year issued _____
 NONE
10. Have you had previous visas from other countries outside Schengen Area? YES, indicate which country and year issued: _____
 NONE
11. Have you had previous visa rejection(s)? YES, please specify: _____

NONE

12. Are you travelling with somebody? **YES**, indicate name and relation: _____

NONE

13. Have you applied for any residence permits (in other Schengen States) before?

If YES, which type of application? _____

What was the outcome of your application? _____

NO

14. Do you have pending residence permit application in other Embassies?

If YES, which type of application? _____

NONE

15. How long will you be in Norway?

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