



ROYAL NORWEGIAN EMBASSY

**CHECKLIST: BUSINESS AND CONFERENCE VISIT**

<b>GENERAL REQUIREMENTS FOR OBTAINING A VISA TO TRAVEL TO THE SCHENGEN AREA</b>	Submitted	Not submitted
<b>Application for Schengen Visa – Application form (completed and signed)(*)</b>		
<b>Original passport(*)</b> valid for travel to the Member States to visit. The passport validity must exceed the planned stay in the Schengen Area by at least three months. The passport must have been issued within the last ten years.		
<b>Copy of biodata page of passport</b>		
<b>One color photo(*) not more than six months old, passport size (45 mm x 35 mm), full face and taken against a light background.</b>		
<b>Individual medical travel insurance</b> that covers all costs that could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. The insurance should cover costs of at least EUR 30,000 and be valid for the duration of the stay in all the Schengen countries.		
<b>Payment or proof of payment of the visa fee(*) (where applicable)</b>		
<b>LIST OF THE SUPPORTING DOCUMENTS TO BE SUBMITTED BY APPLICANTS IN UGANDA FOR SHORT STAY VISAS</b>		
<b>For non-Ugandan citizens:</b> Ugandan proof of residence, valid for at least 3 months from the date of intended departure from the territory of the Member States.		
<b>Proof of sufficient means of subsistence for the intended journey:</b>  Certified bank statement (covering the last three months) including bank account movements and final balance. This does not apply to pupils. (a) Employees: employment contract or certificate of employment, and slips of the last three months.		



**ROYAL NORWEGIAN EMBASSY**

(b) Company owners: copy of company registration documents, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year.		
(c) Students: purpose of study, proof of financial solvency of parents or proof of sufficient funds for entire stay.		
(d) Retired persons: pension payment for the last three months.		
<b>Proof of return travel arrangements.</b>		
<b>Proof of accomodation or proof of sufficient financial means to cover accomodation expenses.</b>		
<b>ADDITIONAL REQUIREMENTS FOR MINORS (UNDER 18 YEARS)</b>		
(a) Copy of birth certificate.		
(b) Copy of both parents' ID-cards/passports.		
(c) Certified bank statement (covering the last three months) of parent(s)/guardians(s)/sponsors.		
(d) Written consent letter from both parents certified by notary if the child is travelling alone, or from the parent that is not accompanying the child when travelling. The letter should include the parent(s)' telephone and e-mail contacts.		
(e) If either one of the parents is absent or deceased, this must be evidenced by the information on the birth certificate or a death certificate or a Court Order for the custody.		
(f) If the legal guardian is someone other than the biological parent as stated in the birth certificate, a custody order must be submitted proving the legal guardianship.		
(g) A letter from the school containing the child's name, name of parent's, grade, number of years at school, dates of school holidays, contact details, date and name of school representative.		



ROYAL NORWEGIAN EMBASSY

(h) If the child is travelling with a group: a complete list of names of all group members travelling and name of person in charge of the group.		
<b>ADDITIONAL REQUIREMENTS FOR APPLICANTS TRAVELLING FOR THE PURPOSE OF BUSINESS OR CONFERENCE</b>		
<b>(a) Written invitation from the inviting party containing the following information:</b> <ul style="list-style-type: none"><li>i. the name and address of the inviting party;</li><li>ii. the name and position of the person signing the invitation;</li><li>iii. the registration number of the inviting party;</li><li>iv. detailed information on the purpose of the visit;</li><li>v. personal data of the invitee;</li><li>vi. the reason for visit to the Member State of destination and expected duration of stay;</li><li>vii. date and contact details.</li></ul>		
<b>(b) Written proof that the inviting party will cover all expenses or that the sending company will cover all expenses, or written proof that a third party will be responsible for financial support.</b>		
<b>(c) If an employed person, signed letter from current employer or organisation containing the following information:</b> <ul style="list-style-type: none"><li>i. personal data;</li><li>ii. function/profession;</li><li>iii. terms of employment (temporary or permanent, begin and end dates of the contract);</li><li>iv. number of years with employer/organisation</li><li>v. purpose of the visit</li><li>vi. who will be responsible for financial support during the time the applicant is in the Schengen area.</li></ul>		
<b>(d) If a self-employed person, copy of business registration.</b>		
<b>(e) If attending a conference which requires prior registration, proof of registration and receipt of registration fee.</b>		
I am informed about the 15 days processing time, starting from the date the Embassy receives my application. In some cases, applications are sent to the Directorate of Immigration (UDI), and the processing time in these cases may be up to 45 calendar days.		



**ROYAL NORWEGIAN EMBASSY**

I confirm that I understand that any missing document may lead to an extended processing time of the application or a refusal. The VFS officer receiving my application has pointed out to me the documents that should have been submitted (if any).

**Place/Date:**

**Applicant's signature:**

**VFS officer's signature:**

***(\*) If your application lacks any of the above documents marked (\*) it is considered inadmissible and your documents, including the application fee, will be returned to you without delay. (Visa Code art. 19:3).***

**Important notice:**

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case.