



NORWEGIAN EMBASSY

Pretoria

DOCUMENT CHECKLIST

NON-SOUTH AFRICAN APPLICANTS

- Cover Letter** - will be electronically sent via applicants email upon successful online application – must be printed out and signed.
- One (1) colour passport sized photo with white background**- and not older than 3 months. Edited photos are not accepted.
Paste your photo (do not staple) on the Cover Letter.
- Photocopy of Original Passport** – personal page and all used pages (with previous visas, permit and stamps) **Original passport** must be submitted along with the application.
Passport should be valid for at least 3 months after 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)
Travel Document for Refugees- note that this is not valid for travelling in all Schengen countries.
- Valid South African temporary/permanent residence permit:** original sticker/letter. Receipt of renewal of residence permit if applicable from Home Affairs.
- Refugees:** original letter of valid refugee status.
- Application Fee** – Paid online through the Application Portal.
- Previous Schengen visa:** original Schengen visa sticker must be presented if previously travelled to Schengen.
- If currently employed** – submit Certificate of Employment stating position, length of service, salary and duration of approved absence.
- If self-employed** – a signed letter on the company letterhead declaring that you are self-employed, description of company/business, company registration number etc.
- If currently a student** – a signed letter from the school/college/university confirming attendance, and duration of study/degree.
- Original UDI guarantee form** – original must have been stamped and signed by the Norwegian Police and sent in original to the applicant. Both documents are required. In addition: Certified copy of reference person's personal page in passport and residence permit if not a Nordic citizen.

OR: Original bank statement of the applicant- should be submitted if the reference person will not financially support your stay. It is a requirement that a person should have at least NOK 500/day. In addition: Certified copy of reference person's personal page in passport and residence permit if not a Nordic citizen.
- Photocopy of Travel Medical Insurance** - a one-page document in the applicants name stating that the applicant is covered by a Schengen Travel Medical Insurance, i.e. minimum medical coverage of the Rand equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. The document must include the duration of which the insurance is valid for and the policy number.

- Photocopy of Roundtrip Airline Ticket Reservation** with dates and flight numbers specifying entry and exit from Schengen state and specifying entry and exit from Norway. The ticket should be bought only after the visa has been granted. Mode of transport in/around Schengen states (boat, train, car, bus) or written itinerary is required. Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation.

Purpose of visit:

- Visiting family:** If visiting a relative, submit birth or marriage certificates or other document to verify family relationship. Original signed letter of invitation from your relative. Certified true copy of the personal page of the reference person's passport. Certified true copy of relative's residence permit if not a Nordic citizen.
- Visiting friends:** submit original signed letter of invitation from your friend stating the purpose of visit. The letter must state how you know each other/for how long you have known each other. Certified true copy of the personal page of the reference person's passport. Certified true copy of the reference person's residence permit if not a Nordic citizen.
- Visiting boyfriend/girlfriend:** submit original signed letter of invitation from your friend stating the purpose of visit. The letter must state how you know each other/for how long you have known each other, where you met. Certified true copy of the personal page of the reference person's passport. Certified true copy of the reference person's residence permit if not a Nordic citizen. Submit certified photocopies of stamps from the reference person's passport to prove time spent together in applicant's country. If both parties have spent time together outside South Africa: both parties' passports with stamps should be submitted. Documentation of civil status of both parties.
- Tourism-** a detailed itinerary for travelling in Norway (and other Schengen countries if applicable), means of transport in Norway/Schengen, booking of accommodation, a letter stating why you wish to travel to Norway/Schengen.
- Business trip:** original certificate of employment (stating position, length of service, salary, purpose and duration of the business trip). Original letter of invitation from the host company in Norway (must be written on the company's letterhead and duly signed by authorised representative in Norway).

ADDITIONAL REQUIREMENTS FOR MINORS (under the age of 18)

- Original unabridged birth certificate for the child**
- Passport for both parents**
- Certified parental consent by both parents** – if the child is travelling alone
- Notarized/certified consent** - if the child travels with only one parent, the other parent must produce it
- The relevant court decision** - if only one parent has guardianship of the minor
- If the other parent is dead-** death certificate must be submitted

A letter from the school confirming enrollment and attendance.

NOTE: Documentation from the reference person must be sent by **regular or express mail** directly to the applicant and **not** by fax or as a scanned attachment to e-mail. Please do not send any documents directly to the Embassy.

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable acts by both South African and Norwegian law and will lead to refusal of visa. I have been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Signature: