

SHORT STAY– Norway Business

Preview of required documentation

1) **Passport & Residence Permit:**

- Valid signed passport, valid for at least 3 months upon return from Schengen states (containing 2 blank visa pages). *If your passport is older than 10 years, please apply for a new passport.*
- Copy of passport (holder page, signature page and all previous Schengen visas issued in the last 2 years).
- UK residence permit (Original + photocopy), valid for at least 3 months upon return from Schengen states.

2) **Application form & Photograph:**

- Fully completed and signed application form along with cover letter and UDI payment receipt. Please fill in and sign the form before attending your appointment. No handwritten form will be accepted, you can only fill your form online at the UDI website. *In case of a minor the form needs to be signed by both parents/legal guardians.*
- Your details (name, signature etc.) must be filled exactly as they appear in your passport.
- One recent colour photograph (not older than 6 months) passport-size, with white or off-white background (meeting all photo requirements mentioned on the website)

3) **Evidence of occupation:**

Any letter mentioned below must be hand-signed, less than 1 month old, addressed to the Norwegian embassy and on a letter headed paper to be acceptable.

- **If employed:** original, recent employment letter. If your employer is covering all the expenses, including transport/accommodation/travel insurance, during your visit the same must be clearly stated on the letter.
- **If self-employed:** original, recent covering letter from accountant or company house.

4) **Proof of nature of trip:**

Any letter mentioned below must be hand-signed, less than 1 month old, addressed to the Norwegian and on a letter headed paper to be acceptable.

- Original, recent invitation letter from the Norwegian based company. The letter must state nature of trip, duration of stay and number of entries required. If the inviting company is also covering all the expenses, including transport and accommodation, during your visit the same must be clearly stated on the letter.

5) **Tickets: (Flights, Coach, train or ferry):**

All documents provided regarding your transportation must mention the name of all travellers.

- Flight bookings or other travel bookings/itinerary
- When travelling by car, please provide driver's driving license, car registration, car insurance and bookings/itinerary (ferry or Eurotunnel) showing the car's registration number and passenger's names.
- If travelling through more Schengen countries, all evidence of transportation between countries need to be provided.

6) **Travel insurance:**

- Travel insurance with a minimum coverage of €30,000 with full details of applicant, cover dates and cover area. The entire duration of the trip must be covered.

7) **Evidence of sufficient funds:**

- If your employer or the inviting company are not covering the expenses of the trip then you must provide latest 3 months UK current bank account statements showing a positive balance (check minimum requirements on the website), including name and address of account holder or traveller cheques.

8) **Accommodation:**

- If your employer or the inviting company are not covering the expenses of the trip then you must provide confirmed and hotel booking that must mention the name of the traveller.

Please ensure that all the documents are in the same order as per the checklist prior to attending your appointment.

Important notes:

- **Please refer to the website for detailed information on documentation required.**
- All of the above documents are basic documents. The Embassy may request for additional documents.
- You need to have photocopies of all original documents that you will present at your appointment as original documents are not sent to the embassy unless otherwise specified on the website.

Please visit the website before your appointment: <http://www.vfsglobal.com/norway/unitedkingdom/Business.html>