

RF - DOCUMENT CHECKLIST SCHENGEN VISA TO NORWAY

The documents must be provided in A4 format only.

No staples or pins. If not specified otherwise, copies are accepted.

No supporting documents will be returned.

Print out this list, tick off the boxes in the **left column** and sign.

Submit the documents in the following order:

I. GENERAL REQUIREMENTS

☐	Original passport issued in the last 10 years and valid for min. 3 months after the intended date of departure from Schengen & containing at least two blank pages.	
☐	Copy of ID-page in current passport	
☐	Copy of Russian internal passport (issued at age 14) including pages for biodata, foreign passport(s) issued, marital status and registration in Russia. <i>or</i>	
☐	Citizens of other countries: original and copy of the document proving the applicant's residence (valid residence permit or long-term visa).	
☐	One photo no older than six months, not edited (requirements)	
☐	A signed print out of the harmonized application form from the UDI online application portal	
☐	Travel medical insurance valid for the entire trip and the entire Schengen area, with coverage of at least EUR 30,000 – see approved list	
☐	Proof of financial means / funds to cover the expenses of the trip (bank statements from the last three months, last tax receipt, extract from the Russian Pension and Social Insurance Fund for the last 10 years or similar). See detailed information here: Information to Russian citizens - UDI <i>or</i>	
☐	Sponsorship and invitation form if a sponsor is covering your expenses to travel and stay in Norway (Sponsor for visitors - UDI). Your sponsor can fill out a digital sponsorship and invitation form with their electronic ID or use our paper form. In either case the applicant must submit a copy of the sponsorship form, alongside their other documents.	
☐	Round-trip ticket or reservation or another document confirming the means of transport , e.g. a contract with a transport company or a copy of the driver's registration certificate and driving license; documentation proving the right to use a motor vehicle or other means of transport, etc.	
☐	Confirmation of accommodation for the entire trip (hotel reservations, rentals or accommodation provided by your host/reference person)	

	DOCUMENTS TO BE PROVIDED REGARDING THE OCCUPATION OF THE APPLICANT Employees: ☐ - Letter from the employer, confirming: the employee's position and salary, date of employment and date of end of employment, if relevant. ☐ - Salary slips for the last six months. ☐ Pensioners: Pension booklet ☐ Individual entrepreneurs: ☐ - Proof of economic activity (e.g. 2NDFL 2NDFL4 or 3NDFL form). ☐ - Extract from trade/fiscal registry or certificate for individual business. ☐ Pupils/students: Proof of enrolment in school or university, or a student ID Unemployed persons: ☐ - A document proving the applicant's ties to Russia (i.e. vital statistics certificate, proof of property ownership). ☐ - A copy of the work booklet's page with personal data and pages which show the holder's job history at least during last three years, if applicable.	
	ADDITIONAL DOCUMENTS FOR MINORS UNDER 18 YEARS ☐ Copy of the minor's birth certificate. If the name and surname of the parent(s) are different from those on the child's birth certificate, the parent(s) must provide additional documents (marriage certificate or court order or any other documents evidencing a change of name or surname and confirming the child's link with the parent(s)). ☐ Copies of both parents' identity documents with their signatures. Proof of sole custody if applicable. ☐ Copy of valid Schengen visa of the parent(s) travelling with the minor for whom a visa is not applied for at the same time as the parent. ☐ Power of Attorney of travel consent. Notary Power of Attorney must be signed by the parent or guardian who is not traveling or signed by both parents and guardians, if the minor travels unaccompanied. In the latter case document must also include data of the adult who will be responsible for the minor during stay in Schengen territory.	
	OPTIONAL – Power of attorney ☐ If you want another person to represent you during the case process, you must give the person a power of attorney	

II. DOCUMENTS DEPENDING ON PURPOSE OF VISIT

	A) FAMILY/FRIEND/ROMANTIC VISITS ☐ Invitation letter in Norwegian or English signed by your host in Norway (reference person), stating the purpose of the visit, who you will visit, length and plans.	
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☐	Copy of passport or national ID of host person and copy of residence permit if not an EU citizen.	
☐	Proof of family ties/relationship (birth-/marriage certificate, proof of co-habitation etc.)	
B) BUSINESS		
☐	Official invitation in Norwegian or English from the inviting company in Norway with the following information: personal data of the person invited (full name as in the passport, date of birth); purpose and duration of the visit; nature of the business; the full address of the company and contact persons; name and position of the person signing the invitation; person or entity who will bear the applicant's travel and living costs. <i>or</i>	
☐	Other proof of purpose of stay (e.g. information on participation in conference, entrance ticket to trade fair, business correspondence, program of the business trip).	
C) BUSINESS - DRIVERS		
☐	Written request , from the Russian national association of carriers (ASMAP or RAS) or the national association of carriers of the Member State stating the purpose, duration and frequency of trips.	
☐	Written request by companies registered in the Member State or in third countries providing for international road transportation, stating the purpose, itinerary, duration and frequency of the trips.	
☐	Documents concerning the transport company: registration number, as required by the national law of the Member State or of the Russian Federation, and, if applicable, contract between a company established in the Russian Federation or in a third country and its partner company established in the Member States.	
☐	Documents concerning the driver: - driver's license, - transport truck driving certificate, - copy of registration certificates of truck and trailer or bus, - license or permit for carrying out long distance transportation of cargo or passengers.	
D) OFFICIAL		
☐	Letter (e.g. verbal note) issued by a competent Russian authority (e.g. MID) confirming that the applicant is a member of its delegation travelling to the Member State.	
☐	Copy of the official invitation.	
E) STUDY/CULTURE/SPORT		
☐	Study (pupils, students, post-graduate students and accompanying teachers): Written request or certificate of enrolment or student card by the host university, academy, institute, college or school or certificate of the courses to be attended in the Member State.	

☐	Culture (participants in scientific, cultural and artistic activities): Written request from the host organization in the Member State on participation in such activities.	
☐	Sports (participants in international sports events and accompanying persons in their professional capacity): Written request from the host organization (competent authority, national sport federation or national Olympic committee), including information on the role of the persons.	
F) TOURIST VISITS		
☐	Your detailed day-to-day itinerary in Norwegian or English including travel dates, means of transport, activities, places you intend to visit in Norway (and Schengen), tourist attractions and special events, if any.	
☐	If group tours: Confirmation of the tour package and payments. Contact information of the travel agent and list of participants.	
G) OWNERS OF PROPERTY		
☐	Relevant national document (e.g. recent extract from the real estate register, copy of the purchase contract/deed of sale, etc.) proving that the applicant owns the property in question.	
☐	In the cases of close relatives , proof of the relationship.	
H) BUSINESS - JOURNALISTS		
☐	A certificate or other document issued by a professional organization proving that the person is a qualified journalist.	
☐	Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.	
☐	I) For the purposes of business - Seafarers, or medical reasons, or transit or other purposes , please visit our website for separate checklist.	

Applicant's remarks:

I have been made aware of the general processing time, including the additional courier lead times. For applicants who lodge their application in Murmansk or Arkhangelsk, courier lead time is up to 7 day each way in addition to 15 days processing time.

I have been informed that all required documents must be submitted, otherwise the application may be rejected.

Date: _____ Signature_____

VFS' remarks:

VFS center: _____ Date: _____ Signature_____