

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).
- A United Kingdom residence permit (Original + photocopy), valid for at least one month beyond the intended departure from the territory of the Member 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 and 3 months' payslips. 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:** Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company; and self-assessment form edited by revenue and customs authorities.

4) Proof of nature of trip:

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.

1. Business:

- an invitation from a firm or an authority to attend meetings, conferences, or proof of registration for events connected with trade, industry or work.
- other documents that show the existence of trade relations or relations for work purposes; or
- entry tickets or registration for fairs and congresses.

2. Study or professional training:

- a certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training.
- student card or certificate of the courses to be attended.
- documents in relation to accommodation, or proof of sufficient means to cover the accommodation; and
- internship agreement, if relevant.

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

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

- Proof of reserved return ticket to the United Kingdom / other travel bookings/itinerary, or proof of onward travel (if not returning to the United Kingdom) such as authorisation of entry into the country of destination, confirmed overseas ticket, proof of sufficient means to cover such costs.
- 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 needs to be provided.

6) Travel insurance:

- Travel insurance certificate clearly showing the applicant's name - has to be valid throughout the complete territory of the Schengen Area and must cover the entire period of the applicant's intended stay in the Schengen Area; minimum coverage for medical emergency and repatriation must be 30.000 €. If this is covered by the employer this should be clearly stated in the employment letter.

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:

- All of the above documents are basic documents. The Embassy may request 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.