



NORWEGIAN EMBASSY

DOCUMENT CHECKLIST

BUSINESS TRIP TO NORWAY

- 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 Schengen Area.
Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s).
- Application Fee** – Paid online through the Application Portal.
- Original Certificate of Employment** - stating position, length of service, salary, purpose and duration of the business trip.
- Letter of Invitation from the host company in Norway** - must be written on the company's letterhead and signed by the authorized representative in Norway.
- Original Proof of sufficient funds** – bank statements of the last three months – Minimum amount per day is NOK 500 or a signed letter from the bank confirming that the applicant has sufficient funds for the duration of the stay in the Schengen area. **OR:** a letter from the applicant's employer or company in Norway stating that all costs (incl. accommodation, travel etc.) are covered by them.
- 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.
- 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.

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: