



NORWEGIAN EMBASSY

Pretoria

DOCUMENT CHECKLIST

VISITING FAMILY/FRIENDS/GIRLFRIEND/BOYFRIEND IN 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 visas, permit and stamps)
Original passport must be submitted together with the application.
Passport must 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).
- Application Fee** – Paid online through the Application Portal.
- If currently employed**, submit a signed letter of employment stating position, length of service, salary and duration of approved leave of 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 and photocopy** – original must have been stamped and signed by the Norwegian Police and sent in original to the applicant. UDI Guarantee form is not a substitution for an invitation letter. Both documents are required.
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.
- Roundtrip Airline Ticket Reservation** with dates and flight numbers specifying entry and exit from Schengen states 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) and written itinerary is required.
Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation.
- 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.
- Invitation letter-** signed letter of invitation from your relative or friend, stating the purpose of the visit.
- Photocopies of proof of relationship:**

- a) **If visiting a relative:** submit birth- or marriage certificates or other document to prove the family relationship.
- b) **If visiting a friend:** submit a letter from the reference person with information on how and when you met etc.
- c) **If visiting boyfriend/girlfriend:** submit a written letter from reference person in Norway with information on how and when you met and how much contact you have, how many times you have met and where. Submit photocopy of reference person's personal page in passport and copies of pages with stamps showing travels to applicant's country to prove time spent together.
If both parties have spent time together outside South Africa, copies of both parties' passports with stamps should be submitted.

Photocopy of the passport of the person inviting (guarantor). And if not a Nordic Citizen, submit a copy of the residence permit.

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**

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: