



## ROYAL NORWEGIAN EMBASSY

### **Business Visa - Checklist**

(Applicable to Norway / Denmark / Iceland / Sweden / Finland/ and Lithuania)

All applicants should submit their applications, supporting documents and passport personally at the VFS Joint Schengen Visa Application Centre, Browns Capital Building, 3<sup>rd</sup> Floor, No. 19, Dudley Senanayake Mawatha, Colombo 08. The VFS Centre will accept applications from 0800 hrs to 1600 hrs Monday to Friday. Applications should be registered on the Application Portal (<https://selfservice.udi.no>) prior to submitting documents at VFS. Applicants have to register their names in the Application Portal exactly as given in the passport and cannot use initials. Please book an appointment on [www.vfsglobal.com/norway/srilanka](http://www.vfsglobal.com/norway/srilanka) for submission of application at VFS.

Please prepare all the necessary documents listed below before you deliver your application, otherwise the application might be refused by the Norwegian Foreign Service Mission. All documents must be presented in **original**, but will be returned to the applicant if a copy is provided. For documents that must be translated into English, the translation must state who translated the document, and the date the document was translated. All documents should be submitted **in A4 format, and no documents should be stapled together.**

**Note:** *Documentation from inviter/sponsor 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.***

#### **The following documents are to be submitted:**

- Cover letter** from the Application Portal, signed by the applicant.
- One (1) **passport photo**, not older than six (6) months, in colour with a light background, 35 – 40 mm in width.
- Passport** (both new and old), valid at least three (3) months after the intended date of departure from the Schengen area, containing at least two blank pages, and issued within the previous 10 years.
- Copy of passport(s)** (all used pages including the biodata page).
- A valid **travel medical insurance** for the duration of the intended stay in the Schengen area with a minimum coverage of EURO 30.000.
- Flight booking** of roundtrip air ticket, and other travels within the Schengen area, if applicable. Do not purchase the ticket until a visa has been granted.
- Proof of financial means** (current personal or family bank statements/ account savings books) with balance confirmation letter from the bank.
- Proof of professional status:**
  - employees: contract of employment, payslips for the last three months, documentary proof of your EPF contribution, confirmation of approved or unpaid leave;
  - self-employed: business registration, company's bank statements for the last three months;
  - students: letter of school or university confirming permitted leave

- ❑ **Proof of real estate property or residence:** Gramasevaka Letter certified by the Divisional Secretary
- ❑ **Proof of family ties:** birth certificate, marriage certificate, birth certificate of children, death certificate of deceased spouse, etc.
- ❑ **Original invitation letter from a firm or an authority in the Schengen State** to attend meetings, conferences or events connected with trade, industry or work indicating purpose and duration of stay and including a declaration of sponsorship, if the travel expenses and/or accommodation are covered by them. If the purpose of the visit is **in-house training**, the inviting company should state the duration of the training, the content of the training, and the employee's need for training.
- ❑ **Other documents showing the existence of trade relations** or relations for work purposes
- ❑ **Entry tickets for fairs and congresses**, if appropriate
- ❑ **Letter from company or employer in Sri Lanka** indicating the purpose and duration of the visit as well as who is to cover the costs. The letter should be written on official company paper with the company's contact details, stamp, date and the name and position of the countersigning officer. It should also mention the name of the applicant, position, salary and years of service.
- ❑ **For Denmark – duly completed Invitation Form for Business Purposes – VU1** from the principals/company in Denmark (refer [www.nyidanmark.dk](http://www.nyidanmark.dk) for more details)
- ❑ **Documents proving the business activities of the company or employer in Sri Lanka:**
  - business registration
  - form 48 (Companies Act)
  - company's bank statements for the last three months
- ❑ **Proof of accommodation in the Schengen State** or sufficient means to cover accommodation.
- ❑ Letter granting **Power of Attorney** (optional for applicants who want the sponsor or other person to represent them in the case).
- ❑ If applicable, a **written explanation** as to why the applicant cannot present any or some of the documents.

Remarks/ Comments:

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 deliberately providing incorrect information or falsified documents are punishable acts by Norwegian law and will lead to a refusal of a visa.

I have been informed that failure to submit all the required documents may result in the visa application being refused.

Signature of Applicant

Signature of Officer

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Date