



ROYAL NORWEGIAN EMBASSY

Checklist - Visa for study, cultural, sports or religious events

(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, 3rd 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 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** (personal or family bank statements, current 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.
- ❑ **If a minor travels alone or only with one parent:** consent of parental authority or legal guardian and birth certificate and copies of parents' passports or District Court appointment decree.
- ❑ **Invitation, entry tickets, enrolments or programmes** stating the name of the host organisation or institution and the length of stay or any other appropriate document indicating the purpose and duration of stay and including a declaration of sponsorship, if they cover the travel expenses and/or accommodation.
- ❑ **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