



Checklist - Visa to Svalbard/ Spitsbergen

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 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.***

The following documents are to be submitted:

- ❑ A signed print out of the harmonised application form from the [UDI online application portal](#)»
- ❑ 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)
- ❑ **Original invitation letter** dated and signed by the inviter/sponsor in Svalbard/ Spitsbergen, stating the purpose and duration of the visit, the relation with the applicant and any other information about the applicant's visit (not older than three (3) months).
- ❑ Original '**Guarantee Form for Visits**' filled out by the inviter/sponsor in Svalbard and stamped by Norwegian authorities + 1 copy (if the applicant does not have sufficient financial means to cover the cost of travel).
- ❑ **Copy of inviter's/sponsor's passport**
- ❑ 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 to Svalbard (Longyearbyen), and other travels within the Schengen area, if applicable. Do not purchase the ticket until a visa has been granted.

- ❑ **Minors (under 18 years of age):**
 - student card and/or original letter from the school, mentioning:
 - full address, telephone number(s) of the school
 - name and function of the person giving permission
 - approval for leave of absence
 - Proof of relationship or guardianship.
 - When applicant is travelling alone, or only with one parent: letter of permission to travel signed by both parents or legal guardians, and copy of the passport of the parent not travelling.

- ❑ 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