



Checklist - Visitor Visa (Family/ Friends)

(Applicable to Norway/ Denmark/ Iceland)

All applicants should submit their applications, supporting documents and passport personally at the VFS Joint Schengen Visa Application Centre, 4th Floor, No. 675, Dr. Danister De Silva Mawatha, Colombo 09. The VFS Centre will accept applications from 0800 hrs to 1400 hrs Monday to Friday. Applications should be registered on the Application Portal ([UDI - Sign in](#)) 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**.

The following documents are to be submitted:

- ☐ **Cover letter** from the Application Portal, signed by the applicant. If the applicant is a minor, the cover letter must be signed by the parent(s) or legal guardian.
- ☐ One (1) **passport size photograph**, 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, pay slips 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 letter** dated and signed by the inviter in Norway/ Sweden/ Denmark/ or Iceland (whichever is applicable), 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).
- ☐ **Copy of inviter's/sponsor's passport biopage.**
- ☐ **Proof of family ties with the host or inviting party:** birth or marriage certificates or family book, if applicable.
- ☐ **Sponsor for visitors:** When you are going to stay in the Schengen area, you must document that you have enough money to finance your stay here and for the return journey. If you do not have enough money yourself, the person you will be visiting will have to provide a sponsorship form:
 - **For Norway:** 'Sponsorship form' filled out by the inviter/sponsor in Norway. (refer to [Sponsor for visitors - UDI](#) for more details)
 - **For Denmark:** Form VU2 filled out and signed by the inviter/sponsor (refer to www.nyidanmark.dk for more details)
 - **For Iceland:** Original 'Guarantee Form for visits' + 1 copy (refer to www.utl.is for more details)
- ☐ **If an inviting party is not financing your stay:**
- ☐ **For Denmark:** Form VU2 filled out and signed by the inviter/sponsor (refer to www.nyidanmark.dk for more details)
- ☐ 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 Schengen 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

... Date