



**ROYAL NORWEGIAN EMBASSY**

*Nairobi*

**CHECKLIST: VISIT FAMILY/ FRIENDS, GIRLFRIEND/ BOYFRIEND, OTHER VISITS**

- Please, bring original documents (for VFS check) and submit copies.
- All supporting documents must be translated into English (and certified by Notary office) or into Norwegian.
- All documents must be in one-side-A4 paper. Do not use staples
- Supporting documents must be submitted together with the application, in person.
- Supporting documents sent to the Embassy without reference to a registered application will not be considered.
- If for any reason you are not able to present a relevant document, please submit a short statement explaining why.

**Purpose of travel:**

<b>DOCUMENTS REQUIRED</b>	Submitted	Not submitted
<b>Cover letter from the Application Portal</b> - will be electronically sent via e-mail after the application has been registered online. Must be printed out and signed.		
<b>One (1) color passport sized photo with white background</b> – not older than <u>3 months</u> . Edited photos are not accepted. Paste your photo (do not staple) on the Cover letter.		
<b>Passport</b> - must be valid for at least 3 months after planned departure from the Schengen area, and have at least 2 unused pages. <b>Travel document for Refugees</b> - please note that this is not valid for travelling in all Schengen countries.		
<b>Photocopy of passport</b> - personal page and all used pages (with previous visas, permits and stamps, including previous Schengen visas in old passport).		
<b>Non-Kenyan applicants:</b> <ul style="list-style-type: none"><li>- <b>Valid temporary/permanent residence permit in the country you reside</b> - please note that the permit must be valid for at least 3 months after the planned return from Schengen.</li><li>- <b>ID card</b> - certified true copy</li><li>- <b>Refugees</b> - certified true copy of valid refugee status document.</li></ul>		
<b>Preliminary booking of roundtrip airline ticket</b> - with name, dates and flight numbers specifying entry/exit from Schengen area and entry/exit from Norway. The ticket should be bought only after the visa has been granted. <b>Please note:</b> visas are issued based on flight details provided. If the visa has been issued, and you need to change the dates of travel, you have to apply for a new visa.		

<p><b>Travel insurance</b> - a one-page document with name and policy number, stating that the applicant is covered by a Schengen Travel Medical Insurance equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. Must cover the duration of the whole trip.</p>		
<p><b>Occupation:</b> submit originals (will not be returned to applicant)</p> <ul style="list-style-type: none"> <li>- <b>If employed</b> - original letter of employment stating position, length of service, salary, purpose and duration of approved absence.</li> <li>- <b>If self-employed</b> - original signed letter on company letterhead declaring that you are self-employed, description of company/business, and company registration documents and KRA pin.</li> <li>- <b>If a student</b> - original signed letter from the college/university confirming attendance and duration of study/degree.</li> <li>- <b>If unemployed</b> - a note explaining what you do on a daily basis, if you are looking for work/studies. Document how you provide for yourself.</li> <li>- <b>If pensioner</b> - document income/pensioner, or other financial support.</li> </ul>		
<p><b>Proof of sufficient funds:</b></p> <ul style="list-style-type: none"> <li>- <b>Original certified/stamped bank statements</b> - the last 3 months, document minimum amount per day of NOK 500,- (if the inviting party is not guaranteeing for the travel expenses).</li> </ul> <p><b>OR:</b></p> <ul style="list-style-type: none"> <li>- <b>UDI Proof of Sponsorship Form, filled out and signed by the sponsor in Norway</b></li> </ul>		
<p><b>“Verification of Bank Statements Form”</b> - sign the consent form (can be found on the Embassy website).</p>		
<p><b>Invitation letter from the host person in Norway</b> - stating the purpose of the trip, accommodation and financial responsibility for the applicant, if any. Must be signed by the sponsor.</p>		
<p><b>Copy of the sponsor in Norway’s passport, and residence permit, if not a Norwegian national.</b></p>		
<p><b>Hotel booking</b> - if the sponsor in Norway will not be providing accommodation.</p>		
<p><b>Proof of relationship</b></p> <ul style="list-style-type: none"> <li>- <b>If visiting relative</b> - Birth/Marriage Certificates or other document to prove family relationship + 1 copy.</li> <li>- <b>If visiting friend</b> - letter informing how and when you met.</li> <li>- <b>If visiting boyfriend/ girlfriend</b> - written letter from sponsor in Norway with information on how and when you met, how much contact you have, how many times you have met/where.</li> </ul>		

<p>Copies of stamps from both person's passports to prove time spent together in any country.</p> <ul style="list-style-type: none"> <li>- <b>Other visits</b> - written letter from the sponsor in Norway stating why the applicant is invited. Provide as much information as possible.</li> </ul>		
<p><b>FOR MINORS (UNDER 18 YEARS):</b></p> <p><b>Birth Certificate for the child + 1 copy</b></p>		
<p><b>Certified true copy of both parent's passports and ID cards.</b></p>		
<p><b>Written consent letter from both parents/guardians</b> - if the child is travelling alone. Must include both parent's contact details (phone and email). If the child is travelling with one of the parents, the other parent must write the consent letter.</p>		
<p><b>Relevant court decision + 1 copy</b> - if only one parent has guardianship of the child, or someone else is the legal guardian</p>		
<p><b>Death certificate + 1 copy</b> - if one or both parents are deceased</p>		
<p><b>A letter from School</b> - confirming attendance, grade, personal information, contact details, and confirmed leave.</p>		
<p><b>If the child travels with a group</b> - submit a complete list of names of all group members, and name/contact details of the person in charge of the group.</p>		

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documents are true. I am aware that providing incorrect information or falsified documents deliberately are punishable acts by Norwegian law and will lead to refusal.

I am informed about the 15 days processing time, starting from the date the Embassy receives my application. I am also informed about the extra 2-3 days courier time.

I confirm that I understand that any missing document may lead to an extended processing time of the application or a refusal. The VFS officer receiving my application has pointed out to me the documents that should have been submitted (if any).

**Place/Date:** \_\_\_\_\_ **Applicant signature:** \_\_\_\_\_

**VFS officer signature:** \_\_\_\_\_

