



## NORWEGIAN EMBASSY

Pretoria

### DOCUMENT CHECKLIST

#### INDIVIDUAL TOURISM

Name of applicant: \_\_\_\_\_ Passport no.: \_\_\_\_\_

- Cover Letter**- will be electronically sent via applicants email upon successful online application – must be printed out and signed.
- One (1) colour passport sized photo with white background**- and not older than 3 months. Edited photos are not accepted.  
Please glue/paste your photo (do not staple) on the Cover Letter.
- Photocopy of current Passport** – personal page and all used pages (with visas, permit and stamps)  
**Original passport** – must be submitted together with the application.  
Passport must be valid for at least 3 months after departure from the Schengen area.  
Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s).
- Photocopy of all previous passports (especially pages with previous Schengen visas)**
- If citizenship has been changed, we also need proof of when original citizenship expired, and proof of new citizenship take affect**
- Non-South African applicants residing in SA:**  
**Valid South African temporary/permanent residence permit** – original sticker in new or old passport, or a certified copy of permanent residence permit document. The permit must be valid for at least 3 months after the planned return from the Schengen area  
**RSA ID Book** (if permanent residence)- certified true copy  
**Refugees** – certified true copy of valid refugee status letter
- Application Fee** – Paid online through the Application Portal.
- If currently employed**, stating position, length of service, **salary** (monthly or annually salary), and duration of approved leave of absence. And the last three payslips.
- If self-employed** – a signed letter on the company letterhead declaring that you are self-employed, description of company/business, company registration certification including SARS certificate
- If currently a student** - a signed letter from the school/college/university confirming attendance, and duration of study/degree.
- Original Proof of sufficient funds** – stamped bank statements of the last three months – required minimum amount per day is NOK 500. Especially bank statements from account receiving salary.
- Roundtrip Airline Ticket Reservation** with dates and flight numbers specifying entry and exit from Schengen states and specifying entry and exit from Norway. The ticket should be bought only after the visa has been granted. Mode of transport in/around Schengen states (boat, train, car, bus) and written itinerary is required.

Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation. (Applicants are NOT advised to purchase ticket until visa has been granted).

- Photocopy of Travel Medical Insurance (TMI)** - a document in the applicant's name stating that the applicant is covered by a Schengen Travel Medical Insurance, i.e. minimum medical coverage of the Rand equivalent of Euro 35.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. **The document must include the duration of which the insurance is valid for and the policy number.**
  
- Hotel bookings, or confirmation of booking of cruise or organised tour** – in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator must be provided

**ADDITIONAL REQUIREMENTS FOR MINORS (under the age of 18)**

- Original unabridged birth certificate for the child (abridged certificate is not sufficient)**
- Passport of both parents**
- Certified parental consent by both parents** – if the child is travelling alone
- Notarized/certified consent** – if the child travels with only one parent, the other parent must submit
- The relevant court decision** – if only one parent has guardianship of the minor
- If the other parent is dead, Death Certificate must be submitted**

**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.

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 providing incorrect information or falsified documents deliberately are punishable acts by both South African and Norwegian law and will lead to refusal of visa. I have been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

**Date:**

**Place:**

**Applicant's signature:**

**VFS's name:**