



ROYAL NORWEGIAN EMBASSY

CHECKLIST: BUSINESS AND CONFERENCE VISIT

GENERAL REQUIREMENTS FOR OBTAINING A VISA TO TRAVEL TO THE SCHENGEN AREA	Submitted	Not submitted
Application for Schengen Visa (*) – Application form (completed and signed)		
Original passport (*) valid for travel to the Member States to visit. The passport validity must exceed the planned stay in the Schengen Area by at least three months. The passport must have two blank pages, and been issued within the last ten years.		
Copy of biodata page of passport		
One color photo (*) not more than six months old, passport size (45 mm x 35 mm), full face and taken against a white background.		
Individual medical travel insurance that covers all costs that could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. The insurance should cover costs of at least EUR 30,000 and be valid for the duration of the stay in all the Schengen countries.		
Payment or proof of payment of the visa fee (*) where applicable		
LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY VISA APPLICANTS IN TANZANIA		
For non-Tanzanian applicants: proof of legal stay in Tanzania (i.e. valid residence permit for Tanzania).		
Information enabling an assessment of the applicant's intention to leave the Schengen area before the expiry of the visa applied for. <ul style="list-style-type: none">- For non-Tanzanian applicants: proof of legal stay in Tanzania (i.e. valid residence permit for Tanzania).- If the applicant is a student: student card or signed and stamped copy of his/her enrolment at the educational establishment in question.- For employees: a signed and stamped introduction letter from the applicant's employer, with at least the following information:<ul style="list-style-type: none">- address and contact details of the employer;- period/duration of stay;		



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<ul style="list-style-type: none">- purpose of stay;- name and position of countersigning officer;- For business owners: the business registration document and/or TIN certificate		
<p>For minors: birth and parental consent.</p> <ul style="list-style-type: none">- If the minor is travelling without his/her legal guardian, the consent of the parental authority or legal guardian must be provided as a legalised certificate issued by a competent authority, or as a form signed on the premises of the consulate where the application is lodged.- If the minor is travelling with one of his/her legal guardians, the consent of the parental authority (parents not travelling with their minor child) or legal guardian must be provided as a legalised certificate issued by a competent authority or as a form signed on the consulate premises.- Exception: the single parent with whom the minor is travelling has sole legal guardianship.		
<p>Proof of hotel reservation, or proof that private accommodation will be provided (letter or scanned attachment to email from the host confirming that the host will provide accommodation), or proof of sufficient financial means to cover the applicant's accommodation costs for the whole duration of his/her intended stay in the Schengen area.</p>		
<p>Proof of sufficient means of subsistence for the duration of the stay, such as regular income, e.g. salary slips for at least the last three months, bank statements for at least the last three months.</p>		
<p>If supported by another family member/spouse: additional proof of kinship (birth certificate/marriage certificate).</p>		
<p>Flight reservation/round trip booking.</p>		
<p>LIST OF SUPPORTING DOCUMENTS TO BE SUBMITTED BY PEOPLE TRAVELLING FOR BUSINESS</p>		
<p>A letter of invitation. This must be written by a company/organisation located in the Schengen country, mentioning:</p> <ul style="list-style-type: none">- address and contact details of the company;- period/duration of stay;- purpose of stay;- name and position of countersigning officer;		



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<ul style="list-style-type: none">- the nature of the business relationship between the host company and the applicant/applicant's company;- proof of enrolment in seminar/conference/workshop (if applicable).		
If attending a conference: <ul style="list-style-type: none">- name;- location;- contact person for that conference with a registration or invitation and proof of payment.		
If a company is inviting the applicant: a copy of the certificate or registration/business license of the inviting company.		
<p>I am informed about the 15 days processing time, starting from the date the Embassy receives my application. In some cases, applications are sent to the Directorate of Immigration (UDI), and the processing time in these cases may be up to 45 calendar days.</p> <p>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).</p>		
Place/Date:	Applicant's signature:	
VFS officer's signature:		

(* If your application lacks any of the above documents marked (*) it is considered inadmissible and your documents, including the application fee, will be returned to you without further notice. (Visa Codex art. 19:3).

Important notice:

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case.