



Norwegian Consulate General

New York

SCHENGEN VISA DOCUMENT CHECKLIST

Applicants should submit all the relevant documents **according to the purpose of the trip** together with the application, otherwise the application may be **delayed** or rejected.

The normal processing time for **Schengen visas** is **15 days** from the time when the application has been **received by the Royal Norwegian Consulate General in New York**, not from the time of submission to VFS.

Applications with missing documentation or points that need to be clarified may take **up to 45 days to process**.

The documents must be provided in:

- Norwegian, English (Spanish or Portuguese accepted outside USA and Canada)
- Original (or certified copies if you do not want to submit the original). Originals that you wish to get back, will be returned together with your passport
- Letter size or A4 format copy of each of the documents (with **no staples or pins**)

Please print out this document, check documents submitted, and sign. Attach the checklist to your application and **submit the documents in the following order**:

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| ☐ Signed visa application form printed from the Application Portal (with barcode and unyc-receipt number). |
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For minors the form needs to be signed by both parents.

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| ☐ One (1) recent passport photo of the applicant with white background (not older than 6 months). |
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| ☐ Original current passport . Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least 2 blank pages. |
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| ☐ Copy of the biodata page of the applicant's passport. |
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| ☐ For applicants who are not citizens of the country where they apply from: copy of valid residence permit or proof of legal stay and re-entry document . |
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| ☐ Power of attorney form . Optional for applicants who want another person to assist them in the case (Separate form for Power of Attorney can be found here). |
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| ☐ Valid travel medical insurance for the whole duration of the stay in the Schengen area, and a minimum coverage of EUR 30,000. |
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☐ Full itinerary with relevant documentation including exits and re-entries of Schengen. For tourists: plans for the visit and transportation between each location.
☐ Flight itinerary with round trip and fixed travel dates of maximum 90 days. The visa will be issued according to the documentation provided and only applicants who fulfill the criteria for a multiple visa will be granted multiple entries. Note: Tickets should be paid for only after the visas have been issued.
☐ Proof of accommodation covering the whole duration of the intended stay. Note: Accommodation should be paid for only after visas have been issued.
☐ Proof of relationship between the applicant and the inviter. ☐ Invitation letter stating the purpose of the visit and the relation between the applicant and the inviter. ☐ Copy of the inviter's Norwegian identification document. When visiting several inviters, each inviter should send an invitation and a copy of their identification document.
☐ Invitation from the Norwegian company or organization , stating the applicant's identity, the purpose of the journey, the period and place of intended stay. The invitation letter should include information regarding what activities will be performed, whom the applicant will meet while in Norway, and who will cover the travel and living costs. The letter should include the company/organization logo and Norwegian organization number.
☐ Sponsorship and invitation form if a sponsor (private person) is covering your expenses to travel and stay in Norway (Sponsor for visitors - UDI). Your sponsor can fill out a digital sponsorship and invitation form with their electronic ID or use our paper form. In either case the applicant must submit a copy of the sponsorship form, alongside their other documents to the application center. If you have a minimum of NOK 500 per day/person and can document this through e.g., a statement of account from your bank or a wage specification for the past six months, you do not need a sponsorship form. ☐ Copy of the sponsor's Norwegian identification document.
☐ Sponsorship and invitation form if a sponsor (company/organization) is covering your expenses to travel and stay in Norway (Sponsor for visitors - UDI). Your sponsor can fill out a digital sponsorship and invitation form with their electronic ID or use our paper form. In either case the applicant must submit a copy of the sponsorship form, alongside their other documents to the application center.
☐ Documentation of leave from work or educational institution.

- ☐ **Dispatch letter from the company or organization with official letterhead**, where the applicant is employed, stating the applicant's identity, the company's contact details (contact person, e-mail, telephone).

The letter should include information regarding the position of the applicant, purpose of the journey, what activities will be performed, whom the applicant will meet in Norway.

- ☐ **Copy of Identity card from employer.**
- ☐ Students and researchers should provide **certificate of enrolment from home institution.**

- ☐ **Proof of sufficient financial means** (if the inviting party is not sponsoring travel expenses): copies of bank statements for the past 3 months and copies of salary slips for the past 3 months, or pension payment slips, or equivalent documentation.

If self-employed: tax return from the previous fiscal year or proof of economic activity and income during the previous fiscal year.

The applicant must demonstrate sufficient financial means to cover at least NOK 1300 per day of stay or NOK 1000 per person per day if more than one person is traveling together. Applicants staying with family or friends, or in pre-paid accommodation, must provide proof of at least NOK 300 per day.

- ☐ If the applicant is minor and travels without parents or with one parent: **officially recognized statement from both parents** (this condition shall not apply if there is only a single parent, or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage.

- ☐ **This checklist** (signed).

The consulate may contact the applicant or holder of power of attorney for clarifications.

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 willfully or through gross negligence providing materially false or manifestly misleading information and documentation in a case could lead to expulsion from all of Schengen.

Date:

Place:

Signature: