



# 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**:

☐ **Signed visa application form** printed from the Application Portal (with barcode and unyc-receipt number).

For minors the form needs to be signed by both parents.

☐ **One (1) recent passport photo** of the applicant with white background (not older than 6 months).

☐ **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.

☐ **Copy of the biodata page** of the applicant's passport.

☐ 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**.

☐ **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](#)).

☐ **Valid travel medical insurance** for the whole duration of the stay in the Schengen area, and a minimum coverage of EUR 30,000.

<input type="checkbox"/> <b>Full itinerary</b> with relevant documentation including exits and re-entries of Schengen. For tourists: plans for the visit and transportation between each location.
<input type="checkbox"/> <b>Flight itinerary</b> with round trip and fixed travel dates of maximum 90 days. The visa will be <b>issued according to the documentation provided</b> and only applicants who fulfill the criteria for a multiple visa will be granted multiple entries. <b>Note:</b> Tickets should be paid for only <b>after</b> the visas have been issued.
<input type="checkbox"/> <b>Proof of accommodation</b> covering the whole duration of the intended stay. <b>Note:</b> Accommodation should be paid for only <b>after</b> visas have been issued.
<input type="checkbox"/> <b>Proof of relationship</b> between the applicant and the inviter. <input type="checkbox"/> <b>Invitation letter</b> stating the purpose of the visit and the relation between the applicant and the inviter. <input type="checkbox"/> <b>Copy of the inviter's Norwegian identification document.</b> When visiting several inviters, each inviter should send an invitation and a copy of their identification document.
<input type="checkbox"/> <b>Invitation from the Norwegian company or organization</b> , 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. <input type="checkbox"/> <b>Questionnaire form for business visa</b> found at the end of this checklist. The <b>Norwegian inviter</b> should answer all questions in the questionnaire and sign it.
<input type="checkbox"/> <b>Sponsorship and invitation form if a sponsor (private person)</b> is covering your expenses to travel and stay in Norway ( <a href="#">Sponsor for visitors - UDI</a> ). Your sponsor can fill out a digital sponsorship and invitation form with their electronic ID or use our paper form. 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. <input type="checkbox"/> <b>Copy of the sponsor's Norwegian identification document.</b>
<input type="checkbox"/> <b>Sponsorship and invitation form if a sponsor (company/organization)</b> is covering your expenses to travel and stay in Norway ( <a href="#">Sponsor for visitors - UDI</a> ). Your sponsor can fill out a digital sponsorship and invitation form with their electronic ID or use our paper form.
<input type="checkbox"/> <b>Documentation of leave from work or educational institution.</b>

- ☐ **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.**

- ☐ **Documentation of own funds** for the stay if inviting party is not sponsoring the travel expenses.

Proof of financial means covering a minimum of NOK 500 per person per day of stay: Copy of bank statement for the past 3 months, copy of last 3 months salary slips or pension check stub or similar.

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

- ☐ 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:

## Questionnaire form for Business Visa (only)

Questionnaire for the company in Norway to print out, fill in and submit with visa application *(It is mandatory to answer all questions):*

*Name of the inviting company in Norway:*

*Name of the company the applicant is representing:*

*Relationship between the companies:*

- ☐ Same international company
- ☐ In contract or contract negotiations
- ☐ Other, please specify:

*The applicant's position in the company in the home country:*

**A:** *If the purpose of the stay is being a business traveler, please specify. The applicant will:*

- ☐ Attend meetings with inviting company
- ☐ Attend meetings with inviting and other companies
- ☐ Attend meetings only with other companies, please specify the relationship between the applicant and these companies:
- ☐ Other reasons, please specify:

*Meetings will consist of:*

- ☐ Contract negotiations
- ☐ Discussions related to the management of joint projects or a contract (including planning, reporting, presentation of results/products)
- ☐ Discussions related to the specific work within joint projects or a contract (including workshops or similar sessions on specific topics)
- ☐ Training or practical work, please specify (for in-house training, see below section B):

**B:** *If the purpose of the stay is in-house training, please give information about:*

- ☐ Period of time:
- ☐ Content of training:
- ☐ The reason for the need of training:

*Be aware that training because of outsourced tasks to the company in the home country, as a main rule, is not seen as in-house training in this context.*

**C:** *If the purpose of the stay is to work as a technical expert:*

- ☐ The applicant will install, disassemble, inspect, repair, maintain or provide information on the use of machinery and technical information, including “computed equipment” like software
- ☐ The applicant will have other tasks, please specify:
- ☐ The inviting company’s total need for this type of work does not extend three months
- ☐ The inviting company’s need for this type of work is related to a specific project or contract and will arise again

**D:** *If the purpose of the stay is none of the above mentioned, please specify the purpose of the stay and submit relevant documents:*

I hereby confirm that all information given is correct. I am familiar with the criminal liability associated with giving a false statement, see the Immigration Act section 108 first paragraph letter C and the General Civil Penal Code section 221 first paragraph.

Date, place \_\_\_\_\_

Signature \_\_\_\_\_