VISA APPLICATION CHECKLIST THIRD COUNTRY NATIONALS – ALL CATEGORIES

If you are a third country national, residing in one of the countries the Embassy in Ankara is responsible for visa applications from, please follow this checklist when applying for a visa

All documents must be translated into English or Norwegian

All documents must be in A4 format, without staples or pins

No supporting documents can be older than 6 months

|  |  |  |
| --- | --- | --- |
| **Purpose of travel:** |  |  |
| 1. **Required documents for all application for Schengen-visa to Norway** (All requirements mentioned in section 1 must be presented by all applicants). | For VFS:  Submitted | For VFS: Comment |
| **Original passport** – copy of ID-page and all used pages in current passport, current passport must be valid for at least three months longer than intended stay in Norway and must have at least 2 blank pages. Entry/exit stamps of previously used visas in former passports if relevant. |  |  |
| **Documentation of residence permit**  Proof of residence if you are a third country national; valid three months beyond the intended date of departure from the territory of Norway |  |  |
| **Cover letter from UDI Application Portal (sent to you by e-mail)** – signed by applicant. Please add a passport photo with glue (not staples) onto the cover letter. |  |  |
| **Documentation of family relations**- Complete extract of civil registry in the country you are residing or from your homecountry |  |  |
| **Proof of sufficient funds to cover the trip (proof of means of subsistence)** – proof of regular income such as salary slips of the last three months AND bankaccount statement movements over the last three months, proving the source of regular income AND if relevant pensioner documentation.  If visiting family, friends or romantic partner it is an option to have the reference guarantee for the expenses during your stay in Norway by filling in the UDI SPONSORSHIP FORM FOR VISIT [Proof of sponsorship](https://www.udi.no/en/word-definitions/guarantee-for-applicants-visiting-on-a-visitors-visa-/) |  |  |
| **Travel arrangements** – flight reservations, other proof of intended means of transport, proof of travel itinerary. (DO NOT buy ticket before you have received confirmation your visa is granted) |  |  |
| **Original travel and medical insurance**- must cover the entire Schengen area for minimum amount of euro 30.000 for the entire period applied for |  |  |
| **Proof of accomodation** - evidence of hotel booking or other proof of accomodation for the entire trip |  |  |
| **2. Mandatory documents according to purpose of travel** (choose the one category below relevant for you and provide all documents mentioned). |  |  |
| **a. For visiting family, friends or romantic partner:**   * Invitation containing information about length of stay, details on the relation between the inviting person and the applicant, the inviting person’s ID and personal identification number, date and signature. Please note that it is the closest relative that should invite. * Proof of family ties: official document showing you are related to the one you are visiting. |  |  |
| **b. For travelling on business:**   * Documents from the sending and receiving company: invitation from the inviting company indicating purpose and length of the visit AND a supporting letter from the sending company indicating purpose and length of the visit AND information on the entity to cover the cost of the stay. * Company bank account statement showing movements over the last three months * For attendance to a fair entry card or documents about participation |  |  |
| **c. For cultural events, conferences, sports:**   * Invitation from the organiser of the event or/the contract concluded by the cultural service provider/ or accreditation or/invitation to a creative work containing information about purpose and the length of stay (and for sport events must also include information on level of sporting event), AND details on cooperation between the inviting party and the applicant AND information on who will cover the cost to stay AND contact details and position of the person signing the invitation AND date and signature * For sport events: Supporting documents from the national sports club or sport federation |  |  |
| **d. Tourist**   * Detailed plan for your holiday: flight reservations, other proof of intended means of transport, proof of travel itinerary. |  |  |
| **e. For travelling to Norway for study or participation in EU education, training or research programmes**   * Original invitation letter from the University or research center in Norway * Letter from the relevant National authorities confirming the applicant is supported by the European Union Programme * Letter from the employer approval letter for leave if the applicant is employed as a teacher or professor |  |  |
| **f. For transit only in Norway and need a transit visa:**   * In addition to all the relevant above categories, proof of legal stay at your final destination AND flight ticket to your final destination |  |  |
| 1. **Documents to be presented by specific categories of applicants** (choose the one category below relevant for you and provide all documents mentioned). |  |  |
| 1. **For employees:**  * Letter from your employer and/or approval for leave containing the following information: which consulate the document is adressed to, the employee’s name and passport number, date of start of employment and function, length of leave and whether paid or unpaid, except when travelling for professional reasons, employer’s contact details and name and position of the person signing the letter. * Relevant official statement/registry of employment |  |  |
| 1. **For company owners:**  * Relevant company registration in official registries, like the chamber of commerce, bulletin of the trade register, statements of taxes payment, company activity certificate |  |  |
| 1. **For farmer:**  * Farmer certificate issued by relevant authorities, like chamber of agriculture |  |  |
| 1. **For students:**  * Higher education: Student certificate issued by the relevant authorities |  |  |
| 1. **For minor under 18 years and travelling alone or with one parent or legal guardian only:**  * Written consent approved by public notary by the non-travelling parent (s)/legal guardian(s) or proof approved by public notary of sole custody of the travelling parent/legal guardian |  |  |
|  |  |  |

|  |  |
| --- | --- |
| For applicant:   |  | | --- | | I have been informed about the documents I have not submitted and I understand that my application can be rejected if I do not hand in all required documents  Date: Place: Signature | |

For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

…………………………… …………………………………………………………..

City and Date (Signature of VFS staff)