



ROYAL NORWEGIAN EMBASSY

Ankara

VISA APPLICATION CHECKLIST AZERBAIJAN- ALL CATEGORIES

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

This checklist is valid also for visa applicants to Denmark, Finland and Iceland

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 the Member States and must have at least 2 blank pages. Entry/exit stamps from previously used visas		
A signed print out of the harmonized application form from the UDI online application portal		
Proof of sufficient funds to cover the trip (proof of means of subsistence) as well as proof of applicant's ties to homecountry documenting intention to leave the territory of the Member States – proof of regular income such as salary slips of the last three months AND original bankaccount statement movements over the last three months, proving the source of regular income, if relevant pensioner documentation, proof of real estate property or proof of assets that generates regular income. 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. <i>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.</i>		
Travel arrangements – flight reservations, other proof of intended means of transport, proof of travel itinerary, round trip booking. (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 accommodation in the Member States - evidence of hotel booking clearly indicating full name of applicant, duration of stay, contact details of the hotel or other proof of accommodation 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 travelling to visit family, friends or romantic partner: <ul style="list-style-type: none">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.		

<ul style="list-style-type: none"> • <u>Proof of family ties if visiting family</u> (if visiting close relatives spouse, children, parents, grandparents and grandchildren) • <u>Proof of residence of inviting person</u> 		
<p>b. For travelling on business:</p> <ul style="list-style-type: none"> • <u>A written request from the host entity:</u> The request must be stamped, signed and contain the following information: the full address and contact person of the host entity; the name and position of the person who signed the invitation letter; the purpose and duration of the visit; the person or the entity who will bear applicant's travel and living costs in case they are borne by the host person or entity. • <u>Sponsorship and invitation form</u> if a sponsor (company/organisation) 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. • <u>Information from the invited legal entity registered in Azerbaijan:</u> Copy of the certificate on registration (extract from state registry) AND Taxpayer Identification Number (TIN) AND official legal entity paper stamped and signed and contain the following information: full address and contact person; name and position of the countersigning person; name, position, salary and years of employment of the employee, if applicable; nature of the work contract; person or legal entity which will bear the applicant's travel and living costs • <u>If travelling to carry out journalistic activities and for journeys undertaken by accredited persons accompanying journalists in a professional capacity:</u> A certificate or other document issued by a professional organization or the applicant's employer proving that the person concerned is a qualified journalist and stating that the purpose of the journey is to carry out journalistic work or proving that he/she is a member of technical crew accompanying the journalist in a professional capacity. 		
<p>c. For international sport events, cultural or artistic activities:</p> <ul style="list-style-type: none"> • A written request from the host organization, competent authorities, national sport Federations of the Member States or the Republic of Azerbaijan or National Olympic Committee of the Republic of Azerbaijan or National Olympic Committees of the Member States, including the following information; the full address and name of the organization, contact details (tel. number, e-mail address); the name and position of the countersigning person; purpose of the event and role of participant (s) from Azerbaijan; duration of the stay; name of the person or the entity who will bear applicant's travel and living costs. • An entry ticket/voucher for international sport event(s) must be presented by spectators or guests. 		
<p>d. Tourist</p> <ul style="list-style-type: none"> • <u>Detailed plan for your holiday:</u> flight reservations, other proof of intended means of transport, proof of travel itinerary. 		
<p>e. For travelling to Norway for study or education training or exchange programme, scientific or academic and other school related activities</p> <ul style="list-style-type: none"> • A written request or a certificate of enrolment from the host school, university, institute, etc. in the Member State of destination containing the following information: the full address and name of the school, university, institute, etc.; the name, nationality and date of birth of the accepted student; purpose of the event and duration of the stay, and role of the applicant if applicable • Confirmation that the applicant stays on campus, if applicable. 		

<ul style="list-style-type: none"> • If exchange programmes by twin cities: A written request of the Head of Administration/Mayor of these cities • <u>For journeys undertaken by representatives of civil society organizations for the purposes of educational training, seminars, conferences, including in the framework of exchange programmes:</u> A written request issued by the host organization, a confirmation that the person is representing the civil society organization and the certificate on establishment of such 6 organization from the relevant register issued by a state authority in accordance with the national legislation. 		
<p>f. For travelling for purpose of official visits (bilateral or multilateral</p> <ul style="list-style-type: none"> • Official invitation letter on official letterhead paper, stamped and signed, from the inviting authority or international organization, containing the following information: the full address and contacts of the authority or organization; the name and position of the officer, who signed the letter; the name, nationality, date of birth and function of the invited person; the purpose and duration of the visit. • An official letter issued by a national authority or organization confirming that the applicant is a member of the official delegation travelling to a Member State to participate in official meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organizations with stamp and signature, mentioning clearly: the full address and contacts of the authority or organization; the name and position of the countersigning officer; the name and position of the applicant; purpose and duration of the visit. 		
<p>3. Documents to be presented by specific categories of applicants (choose the one category below relevant for you and provide all documents mentioned).</p>		
<p>a. For employees:</p> <ul style="list-style-type: none"> • <u>Letter from your employer</u> on official company paper with stamp, signature, date and clearly mentioning address, landline telephone numbers of the employing company, the countersigning officer's name and position in the company, the name of the employee, position, salary and duration of employment. • <u>A letter of employment</u>, confirmation from electronic working registration from the governmental website www.e-gov.az 		
<p>b. For company owners:</p> <ul style="list-style-type: none"> • Original certificate of state registration or notarized copy of the certificate on registration (extract from state registry) and the Taxpayer Identification Number (TIN) and tax return documents 		
<p>c. For farmer:</p> <ul style="list-style-type: none"> • Farmer certificate issued by a chamber of agriculture 		
<p>d. For students:</p> <ul style="list-style-type: none"> • Proof of enrolment in school or university 		
<p>e. For minor under 18 years and travelling alone or with one parent or legal guardian only:</p> <ul style="list-style-type: none"> • Original birth certificate AND 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 		
<p>f. Non-Azerbaijani nationals living in Azerbaijan:</p> <ul style="list-style-type: none"> • Proof of residence in Azerbaijan AND the relevant residence-card issued by the State Migration Service shall be valid 3 months beyond the intended date of departure from the territory of the Member States. 		

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.

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City and Date

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(Signature of VFS staff)