



### CHECKLIST FOR VISA APPLICATION FOR NORWAY

- Please, submit copies of your documents in this order and *bring the original documents* for control.
- All supporting documents must be translated into English or Norwegian, and be certified by Notary office.
- All documents must be in one-side-A4 paper. Do not use staples or paper clips
- Supporting documents must be submitted together with the application, in person.
- If for any reason you are not able to present a relevant document, please submit a short written statement explaining why.

Please check the box best describing the purpose for your visit:

- Visit family and friends    Business/Professional    Official    Tourism    Sport/Cultural    Other

Please check the boxes below and sign to confirm which documents you have submitted.

DOCUMENTS FOR ALL APPLICANTS	Submitted		
	Yes	No	N/A
<b>1. Schengen application form</b> ( <a href="https://www.udi.no/en/">https://www.udi.no/en/</a> ) With one passport size photo not older than three months, white back ground, size 3.5x4.5 cm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Valid passport or official travel document and copy of all used pages.</b> The passport must have <u>at least 2 blank pages</u> and be valid for at least 3 months past your departure date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. If you reside in another country than your own: Your valid residence permit *</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Proof of accommodation during your entire visit</b> (Hotel reservation / private arrangement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Copy of personal identification documentation</b> (ID, birth certificate)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Documents confirming your civil status</b> (e.g. single, married, divorced, widow(er))	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Proof of financial situation and that you have means to support yourself during your visit.</b> Original bank statements (company or individual) on the turnover during the last three months. In addition:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>If you are employed:</i></b>			
i. Your last three payslips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Your employment contract or recent employer statement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Approval for holidays	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>If you are a company owner or self-employed:</i></b>			
i. Certificate of registration of the company	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Statement of taxes payment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>If you are retired:</i></b>			
i. Pension statements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>Other means:</i></b>			
i. Remittances, bank savings account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Credit card(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Regular income generated by property (contract of renting land/house, certificate of land use right etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. If you are a minor (under 18 years old):</b>			
i. <b>If you travel with one parent only:</b> written consent from your other parent/guardian, and copy of his or her ID. Alternatively: documentation that one parent has custody alone.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. <b>If you travel alone:</b> written consent of both parents or guardians having the care and custody of the applicant, copies of IDs for both parents/guardians, parents' marriage certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Confirmed booking of roundtrip air ticket, with fixed travel dates of maximum 90 days.</b> <i>Do not buy the ticket until visa has been granted.</i> <i>Note: The visa will be issued according to the dates on the booking.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Travel medical insurance</b> covering the entire period of intended stay.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Optional for applicants who want the reference, or other person, to represent in the case:</b> Power of Attorney, which can be downloaded from the embassy's website.			

\* Residence permit must be valid past your return date from Norway/Schengen  
See next page for additional documents required for the different categories of visitors

**ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:**

<b>VISIT FAMILY OR FRIEND</b>	
1. Invitation, signed, from family member/ friend stating the purpose of the visit _____	<input type="checkbox"/>
2. Copy of relevant pages of family member's passport (showing personal information, Norwegian work or residence permit) _____	<input type="checkbox"/>
3. Documentation to prove family relationship with reference in Norway (i.e. birth-, marriage, divorce certificates, photos etc.) _____	<input type="checkbox"/>
4. High quality copy of UDI sponsorship form signed by reference in Norway _____	<input type="checkbox"/>

<b>BUSINESS TRIP:</b>	
1. Invitation, naming the applicant, from a firm or an authority in Norway to attend meetings, training, conferences or events. Must show the sponsor's VAT number _____	<input type="checkbox"/>
2. Introduction letter from applicant's employer in home country. _____	<input type="checkbox"/>
3. Documentation of an established business relationship _____	<input type="checkbox"/>
4. Entry tickets for fair / congress / conference, if applicable _____	<input type="checkbox"/>

<b>OFFICIAL, GOVERNMENT DELEGATION</b>	
Note from the Consular Department of the Ministry of Foreign Affairs (compulsory only for Official- or Diplomatic passport holder) _____	<input type="checkbox"/>

<b>OTHER</b>	
1. Supporting letter explaining the purpose of your visit – if not clear from other documents _	<input type="checkbox"/>

<b>SPORT TRIALS / FOOTBALL</b>	
1. Letter of introduction from the national sports association in your home country _____	<input type="checkbox"/>
2. Letter of introduction from your club _____	<input type="checkbox"/>
3. Invitation letter from tournament/event organizer/club in Norway _____	<input type="checkbox"/>

<b>TOURISM</b>	
1. Trip schedule / Detailed itinerary (sum up the duration, locations and transportation if travelling to different countries in Schengen area _____)	<input type="checkbox"/>

I am aware that I can also submit additional documents, not listed above, if I think they are relevant for, or will assist with, the Embassy's consideration.

I am aware that I can submit a letter to explain my relationship with the sponsor in Norway (family, business or cultural) if this is not clear from my other documents, or I do not have the relevant document.

I am aware that I will not be granted a visa with multiple entries if I have not documented a need for more than one entry.

By my signature, I certify that I have submitted all the documents checked in the list above, and that I have been informed that it is my responsibility to submit any missing documents within one week, by email or registered mail. *VFS Global will not forward missing documents to the Embassy.*

\_\_\_\_\_, \_\_\_\_\_  
City/Place                      Date

\_\_\_\_\_  
Signature (Applicant)

I confirm that I have gone through the checklist with the applicant.

\_\_\_\_\_, \_\_\_\_\_  
City/Place                      Date

\_\_\_\_\_  
Signature (VFS Global)