



SCHENGEN VISA CHECKLIST

Documents must be submitted in A4 format in the same order as in the checklist. Check the boxes below, sign and submit the checklist with the application.

General Requirements for all applications:

- Cover letter from the Application Portal and Application form signed by the applicant.
- One passport photo (not older than 3 months, approximately 4,5 x 3,5 cm in size, white background, with no glasses and glued to the cover letter.)
- Original passport with validity period of at least 3 months after the projected expiry of the visa + a clear photocopy of passport personal information page.
- Proof of sufficient economic resources for travel to the Schengen area (one or more of the following documents):
 - Job letter indicating the duration of recruitment, responsibility and salary
 - Copy of labour contract
 - Recent personal bank statement or balance over the last three months
 - International credit card with a photocopy of bank statements associated to the credit card.
 - Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.
- Original travel insurance + one copy (must be valid for the stay + a period of minimum 15 days after expected return and covering the entire Schengen area for a minimum amount of EUR 30 000 for the duration applied for (as per travel plan submitted). (Not required for family member of EU or EEA nationals – not including Norwegian)
- Copy of a flight booking
- Completed Itinerary to Schengen Countries Form (included as last page in this document), with fixed travel dates of maximum 90 days. (Not required for government official visits)

Requirements based on purpose of visit (choose category):

Tourism

- Confirmed hotel booking or proof of accommodation
- Receipt of paid visa fee from the Application Portal (Only for group tour)

Visit of family/spouse/friend/boy-/girlfriend

- If deemed necessary: proof of relationship between visa applicant and person to be visited.
- Original and signed Invitation letter from the reference in Norway or from Norwegian citizen living in Indonesia, stating relationship, current living situation, the purpose of the visit, the duration of your intended stay, accommodation in Norway and the intention to return to Indonesia.
- If the applicant cannot prove sufficient economic resources for travel to the Schengen area, as mentioned under general requirements for all applications:

Original “Guarantee Form for Visit” attested by the Norwegian police (+ one copy) from the reference living in Norway.

OR

If the reference person resides- and have a valid residence permit, in Indonesia – documents proving sustainable economic means or income is normally sufficient.

Family member of EU or EEA nationals – Spouse, descendants and dependents of EU or EEA (Not Norwegian) nationals who exercise their right of free movement within the EU/EEA

- Copy of Marriage Certificate - If you are married to an EU or EEA citizen
Copy of Birth Certificate - If one or both of your parents are EU or EEA citizens
Copy of the Birth Certificate of the son/daughter you depend on - If you are a dependent ascendant of an EU or an EEA citizen
- Documentation showing that the EU/EEA national is exercising his/her right to free movement pursuant to the EEA Agreement or EFTA Convention (for example by a copy of the EEA national`s registration certificate, valid ID or travel document)

Note:

Visa application fee - In order to avoid abuse of the Application Portal, all applicants must pay the appropriate fee when registering the application. However, when the Embassy receives the above-mentioned documents proving the relationship to the EU/EEA national (spouses, descendants and dependent ascendants), the fee will be refunded (electronically).

It is not necessary to submit any other documents, although the Embassy strongly recommends that you always travel with valid health/travel insurance.

Business:

- Letter of the Indonesian company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc.
- Invitation from the Norwegian company that will be visited. The letter should incorporate relevant personal data of the invited, length of the invitation and the reason for the visit.
- If the goal is to attend commercial fairs or congress, letter of invitation from the organization of this event or invitations to attend them.

Seamen/seafarer

- Seafarer`s book with s minimum validity of 6 months
- Confirmation from the shipping company in Norway, specifying the name and rank of the seafarer, the name of the vessel, the date of arrival at the Norwegian port and the date of which the seafarer is to sign on or off. The shipping company or its agent shall sign a guarantee for all expenses for the stay and, if necessary, for the repatriation of the seafarers by the shipping company.
- Copy of the work contract of the seafarer in order to board the ship.

Official travel / for scientific, cultural or religious purposes or to attend a sport event:

- Invitation letter from inviting party in Norway in which it is stated the name of the organization, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation.

OR

Verbal note from Ministry of Foreign Affairs in Indonesia (Kementrian Luar Negeri Indonesia) stating the purpose and the length of the visit and the applicant`s position, with confirmation that the applicant is travelling in its behalf.

Additional requirements for minors (>18yrs) travelling alone or with one parent:

- Birth certificate.
- Written permission from both parents/legal guardians or from the parent who does not travel. The signature(s) should be legalized (this can be done at the notary office, signatures with IDR 6 000 stamp will not be accepted). This permission will specify the authorization to travel alone or with only one of the parents/legal guardians, as well as the motive of the journey.

NOTE:

- Documentation from reference person/sponsor must be sent **by regular or express mail** directly to the applicant before applying, and **not** by fax or as a scanned attachment to e-mail. **Please do not send any documents directly to the Embassy.**
- If you want someone to act on your behalf in connection with your application, you must authorise this person to do so. Please visit the UDI website for more information and the relevant form.
- After the application is submitted, the Embassy may request additional supporting documentation from the applicant. In some cases, we also may request an interview.

IMPORTANT

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 providing incorrect information or falsified documents deliberately are punishable acts by Norwegian law and will lead to refusal of the visa application.

I'm aware that it is my own responsibility to enclose all required documents according to the checklist when I submit the application. Documents submitted after the application date will not be taken into consideration by the Embassy.

Date:

Place:

Signature:

Notes:

**ITINERARY TO SCHENGEN COUNTRIES/
LEMBAR PERJALANAN KE NEGARA-NEGARA WILAYAH SCHENGEN**

The Royal Norwegian Embassy kindly requests you to complete this form clearly in order to provide information needed for processing the visa for a single or several **SCHENGEN-COUNTRIES**.

Kedutaan Besar Norwegia mengharapkan kesediaan anda mengisi dengan jelas lembaran ini agar dapat memberikan keterangan yang diperlukan dalam pembuatan visa untuk satu atau beberapa negara di wilayah **SCHENGEN**.

NAME OF APLICANT / NAMA PEMOHON : _____

Country / Negara	Date of entry / Tanggal masuk	Date of exit / Tanggal keluar	Total number of days / Jumlah hari
Austria /Austria			
Belgium /Belgia			
Denmark / Denmark			
Finland / Finlandia			
France / Perancis			
Germany / Jerman			
Greece / Yunani			
Italy / Italia			
Luxembourg/Luxemborg			
Norway / Norwegia			
Portugal / Portugis			
Spain / Spanyol			
Sweden / Swedia			
The Netherland / Belanda			
Switzerland /Swiss			
Czech Rep. /Rep.Ceko			
Hungary / Hungaria			
Iceland / Islandia			
Lithuania			
Latvia			
Slovakia			
Malta			
Poland / Polandia			
Slovenia			
Estonia			

First **SCHENGEN** country to be visited /
Negara pertama diwilayah **SCHENGEN** yang dikunjungi : _____

Date / Tanggal :

Name & signature /
Nama & tanda tangan