

CHECKLIST - BUSINESS TRIP/OFFICIAL VISIT/CULTURE TRIP TO NORWAY

IMPORTANT REMINDERS BEFORE YOU SUBMIT YOUR DOCUMENTS

- > Applicants should meet in person for submission of application and biometric data registration.
- > It is the applicant's responsibility to ensure that all documents are arranged according to the checklist.
- > Check the boxes to confirm which documents you are submitting.
- > Photocopies must be clear and readable in A4- format. Remove all staples and paper clips.
- > Answer the Questionnaire before you submit your documents.

DATE OF APPLICATION: _____
(dd/mm/yy)

NAME OF APPLICANT: _____
Last Name First Name Middle Initial



SUBMIT IN THIS ORDER

- Cover Letter** must be printed from the Application Portal and signed by the applicant
It has the receipt number which serves as the applicant's proof of payment.
- One (1) passport sized photo with white background and not older than 6 months.** Edited photos are not accepted.
Paste your photo (do not staple) on the upper right corner of the Cover Letter.
- Original Passport** - and photocopy of biopage and all used pages (with visas and stamps)
Original passport should be submitted along with the application.
Passport should be valid for at least 3 months after planned departure from the Schengen Area.
Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s)
Photocopies of Previous Passports, if applicable - (for the past 3 years) - biopage and used pages (with visas and stamps)
- Evidence of legal stay** in the country you are residing - For example a passport, visa, residence permit, work permit.
Residence permit should be valid at least 3 months after planned departure from the Schengen area.
- Letter of Invitation from the host company/organization in Norway**
The letter should be written on the company's/organization's official letterhead and signed by an authorized personell.
The letter of invitation should have the organization number.
It should state the name of the participant, purpose and duration of the trip.
The invitation should have information of who will guarantee for the travel expenses.
- Documentation from the applicants employer** - Stating position in the company, length of service, salary, purpose and duration of the trip, and if the employer guarantee for the travel expenses.
- Photocopy of Travel Medical Insurance** - can be bought from any insurance companies;
should be valid in all Schengen States and cover the entire period of the person's intended stay or transit.
The minimum coverage shall be EUR 30,000/USD 50,000.
- Photocopy of Roundtrip Airline Ticket Reservation** - Do not pay for/buy the ticket until a visa has been granted.
- Confirmation of accomodation** (e.g. Hotel bookings).
- If the applicant is self- employed** - Tax number, business licence and a copy of your income tax.
- Documentation of funds to cover the trip** - For example confirmrtion letter from bank, or last few pages of bank account statement, and/or copy of credit card and balance for this account and/or pay slips.
- Photocopies of documentation of own means/properties (if applicable)**
Examples: Property documents in country of origin and/or country of residence, Bank account statements etc.

QUESTIONNAIRE

1. How long have your company in Malaysia/Brunei and the company in Norway been in business together? _____
2. What is the purpose of the business trip? _____
3. What is your position in the company? _____
4. How long have you worked there? _____
5. What is your role in the meeting (s)? Please specify: _____
6. Have you been to Schengen area before? YES, indicate which country(-ies) and date of travel: _____
- NO _____
7. Do you have any planned side trips outside Norway? YES, indicate which country(-ies) and no. of days: _____
- NONE
8. What is your highest educational attainment? ELEMENTARY HIGH SCHOOL
 Higher degree, please specify: _____
9. What is your marital status? SINGLE MARRIED WIDOW (ER)
 SEPARATED DIVORCED WITH COHABITANT
10. Do you have children? YES, how many? 1 2 3 or MORE NONE
11. Additional Information: _____

I hereby confirm that all the information stated and supporting documents are true and correct.

I have been informed:

That I will not have my passport in my possession during the process of my visa application.

That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.

That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Signature of applicant

Place, Date

08.10.2019