

## CHECKLIST - TOURISM 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.
- > If two or more people of the same nationality are travelling together, they should register as a **GROUP** application.

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.
- ☐ **Schengen Visa Application Form** - completely filled out and signed by the applicant  
This form must be downloaded and printed from the Application Portal.
- ☐ **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.
- ☐ **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.
- ☐ **Photocopy of Full Itinerary or Detailed Day to Day activities of the trip**
- ☐ **Confirmation of accommodation** (e.g. Hotel bookings)
- ☐ **Documentation of funds to cover the trip** - For example confirmation 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.
- ☐ **If currently employed** submit Certificate of Employment stating position, length of service, salary, duration of approved duration of approved leave of absence, and payslips for the last 3 months.
- ☐ **If the applicant is self-employed** - Tax number, business licence and a copy of your income tax
- ☐ **If currently a student** submit Certification of enrolment from the school & school ID. If you will be going on a holiday during summer or semester break, submit a certification of reservation or certification of enrolment to prove you are enrolled for the next school year/semester. If travelling during school year, a certificate of leave of absence from school.
- ☐ **Photocopies of documentation of own means/properties (if applicable)**  
Examples: Property documents in country of residence/origin, Bank account statements etc.

## ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)

- ☐ **Birth Certificate of the applicant (photocopy)**
- ☐ **If travelling alone** : Original letter of consent signed by both parents and photocopies of passports/valid IDs of parents with signature.
- ☐ **If travelling with only one of the parents**: Original letter of consent signed by the other parent and photocopy of valid ID with signature.
- ☐ **If only one parent has the sole custody of the child** : Photocopy of Court Decision awarding custody to that one parent must be submitted.
- ☐ **If the other parent is dead** : Photocopy of Death Certificate must be submitted.

**NB: For the protection of children, the above documents may be verified and longer processing time can be expected.**

## QUESTIONNAIRE

1. What is the purpose of your trip? ☐ CRUISE ☐ ORGANIZED TOUR ☐ PRIVATE TOUR
2. What is your main destination (country)? \_\_\_\_\_
3. Do you have any planned side trips outside Norway? ☐ YES, indicate which country(-ies) and no. of days: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
☐ NONE
4. How many entries are you asking for? ☐ 1 ☐ 2 ☐ MULTIPLE, why? \_\_\_\_\_  
(state the reason)
5. Do you have hotel booking(s)? ☐ YES ☐ NONE  
If NONE, where will you stay? \_\_\_\_\_
6. What is your marital status? ☐ SINGLE ☐ MARRIED ☐ WIDOW (ER)  
☐ SEPARATED ☐ DIVORCED ☐ WITH COHABITANT
7. Do you have a job? ☐ YES, since when have you been employed? \_\_\_\_\_ Income per month? \_\_\_\_\_  
☐ IF NONE, please write other sources of income: \_\_\_\_\_  
Income per month? \_\_\_\_\_
8. Have you been granted a leave of absence? ☐ YES ☐ NO
9. Do you have relatives in the Schengen area? ☐ YES, please specify: \_\_\_\_\_  
(parents, siblings, children, grandparents, other relatives)  
If YES, which country(-ies) in the Schengen Area? \_\_\_\_\_  
☐ NONE
10. Have you had previous Schengen visa? ☐ YES, indicate which country and year issued \_\_\_\_\_  
☐ NONE
11. Have you had previous visas from other countries outside Schengen Area? ☐ YES, indicate which country and year issued: \_\_\_\_\_  
☐ NONE
12. Have you had previous visa rejection(s)? ☐ YES, please specify: \_\_\_\_\_  
☐ NONE

13. Are you travelling with somebody? ☐ YES, indicate name and relation: \_\_\_\_\_  
☐ NONE \_\_\_\_\_

14. Have you applied for any residence permits (in other Schengen States) before?

☐ If YES, which type of application? \_\_\_\_\_

What was the outcome of your application? \_\_\_\_\_

☐ NO

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

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