



## BUSINESS VISA DOCUMENT CHECKLIST

You must submit all the necessary documents with the application, otherwise the application may be rejected. The documents must be provided in:

- All documents must be translated into English or Norwegian
- A4 format copy of each of the documents and with no staples and pins.

Please print out the document, and tick off and sign below to confirm which documents you have submitted. Attach the Document Checklist to your application and **deliver the application in following order**:

|     |   |  |
|-----|---|--|
| 1.  | <b>Original current passport</b> and all previous passports. Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages.   |  |
| 2.  | Applicant's passport photo ( <i>white background</i> ) not older than six months ( <i>35-40MM</i> ).  |  |
| 3.  | Signed cover letter from the online Application Portal Norway received by e-mail. It can also be retrieved online from the Application Portal.  |  |
| 4.  | Print and answer <b>all</b> questions in the <b>questionnaire</b> for C-visa and submit it with your visa application. Find the <b>questionnaire</b> further down in this document.<br><br>The Norwegian company or organization must answer all questions in the <b>questionnaire for Business visa</b> . Find the <b>questionnaire</b> further down in this document. |  |
| 5.  | Invitation letter from the Norwegian company or organization, stating the applicant's identity, the purpose of the journey, the period and place of intended stay. Invitation letter should include information regarding what activities will be performed, who will the applicant meet while in Norway, and who will bear the travel and living costs.                |  |
| 6.  | Letter from the Indian company or organization stating the applicant's identity, the company's contact details (contact person, e-mail, telephone). Letter should include information regarding position of the applicant, purpose of the journey, what activities will be performed, who the applicant will meet in Norway, and a guarantee of return.                 |  |
| 7.  | Memorandum of Associations of the Indian company and one photocopy of the first three pages.  |  |
| 8.  | "Proof of sponsorship and/or of private accommodation" form in case the sponsor (company/organization) is covering expenses and/or accommodation in connection with your travel and stay in Norway <a href="#">Sponsor for visitors - UDI</a> .<br><br>Documentation of own funds for the stay if inviting party is not guaranteeing for the travel expenses.           |  |
| 9.  | Valid travel/health insurance for the entire journey in the Schengen Area. More details can be found at <a href="#">UDI's webpages</a> .  |  |
| 10. | Confirmed booking (travel itinerary) of roundtrip air ticket, with fixed travel dates of maximum 90 days and correct number of entries, see the <a href="#">regulations of entries</a> .<br><br>Do not buy the ticket until visa has been granted. <b>Note:</b> The visa will be issued according to the dates on the flight bookings.                                  |  |

|     |   |  |
|-----|---|--|
| 11. | Copies of <b>the biodata page and all used pages</b> in your passport.  |  |
| 12. | Letter granting Power of Attorney. <i>(Optional for applicants who want another person to represent them in the case. <a href="#">Separate form for Power of Attorney can be found here.</a>)</i> |  |

**The Embassy may contact the applicant to request additional documents.**

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.

Date:

Place:

Signature:

## Questionnaire form C-Visa

**Questionnaire for applicant to print out, fill in and submit with visa application** *(It is mandatory to fill out all questions):*

|   |                |                |   |   |  |
|---|----------------|----------------|---|---|--|
| Name:   |                | Date of birth: |   | Civil status (single, married, divorced, widower, other): |  |
| Which countries/cities will you visit?                |                |                |   |   |  |
| Purpose of visit:                                     |                |                |   |   |  |
| Who will you visit?                                   |                |                | What is your relation with the reference (in case of tourism: name of hotel is sufficient; in case of visit to non-family: Please explain how you know each other): |   |  |
| Are you employed or self-employed?                    | If yes, where? | Since when?    | What position?  | Monthly income:   |  |
| Do you have any property? If so, please give details: |                |                |   |   |  |
| Have you travelled to Schengen before?                | If so, where?  | What purpose?  | Did you adhere to the regulations? If not, why?   |   |  |

Have you ever been rejected a visa or residence permit to any Schengen countries? If so, why? You may attach the rejection letter(s):

| <b>Fill in details of close family members (It is mandatory to fill out all questions):</b> |                                 |                             |
|---|---------------------------------|-----------------------------|
| <b>Relation</b>   | <b>Name &amp; date of birth</b> | <b>Country of residence</b> |
| <i>Spouse, cohabitant, etc.:</i>  |                                 |                             |
| <i>Mother:</i>  |                                 |                             |
| <i>Father:</i>  |                                 |                             |
| <i>Children (include all sons and daughters):</i>   |                                 |                             |
| <i>Brothers and sisters:</i>  |                                 |                             |
| <i>Other:</i>   |                                 |                             |
| <i>Fill in all details of all accompanying travelers:</i>                                   |                                 |                             |

I hereby confirm that all information given is correct.

Place, date and signature \_\_\_\_\_

## Questionnaire form Business Visa

Questionnaire for the company in Norway to print out, fill in and submit with visa application (*It is mandatory to fill out all questions*):

*Name of the inviting company in Norway:*

*Name of the company the applicant is representing:*

*Relationship between the companies:*

- Same international company
- In contract or contract negotiations
- Other, please specify:

*The applicant's position in the company in India:*

**A: If the purpose of the stay is being a business traveler, please specify. The applicant will:**

- Attend meetings with inviting company
- Attend meetings with inviting and other companies
- Attend meetings only with other companies, please specify the relationship between the applicant and these companies:
  
- Not attend meetings, please specify:

*Meetings will consist of:*

- Contract negotiations
  
- Discussions related to the management of joint projects or a contract (including planning, reporting, presentation of results/products)
  
- Discussions related to the specific work within joint projects or a contract (including workshops or similar sessions on specific topics)
  
- Training or practical work, please specify (for in-house training, see below section B):

**B: If the purpose of the stay is in-house training, please give information about:**

- Period of time:
  
- Content of training:
  
- The reason for the need of training:

*Be aware that training because of outsourced tasks to the company in India, as a main rule, is not seen as in-house training in this context.*

**C: If the purpose of the stay is to work as a technical expert:**

- The applicant will install, disassemble, inspect, repair, maintain or provide information on the use of machinery and technical information, including "computed equipment" like software
  
- The applicant will have other tasks, please specify:
  
- The inviting company's total need for this type of work does not extend three months
  
- The inviting company's need for this type of work is related to a specific project or contract and will arise again

***D: If the purpose of the stay is none of the above mentioned, please specify the purpose of the stay and submit relevant documents:***

I hereby confirm that all information given is correct. I am familiar with the criminal liability associated with giving a false statement, see the Immigration Act section 108 first paragraph letter C and the General Civil Penal Code section 221 first paragraph.

Date, place \_\_\_\_\_

Signature \_\_\_\_\_