*Bangkok*

**CHECKLIST: BUSINESS VISIT TO NORWAY**

***IMPORTANT:*** GROUPS - If two or more people of the same nationality are travelling together, they should register as a group application.

Remember to submit **all** the required documents when you have your appointment at VFS.

• Copies/scans are accepted.

• All documents must be translated into English or Norwegian.

• A4 format copy of each of the documents. No staples or pins.

• Print out this document, tick off and sign below to confirm which documents you are submitting.

**DOCUMENTS YOU NEED TO PROVIDE:**

* **Original Passport** *(passport must be valid for at least three months longer than intended stay in Norway, and must have at least two blank pages for visa sticker/stamps).*
* **Copy of your passport** (*ID-page).*
* **Cover letter** from the Application Portal *(signed by you),*
* **Schengen Visa Application Form** from the Application Portal *(signed by you),*
* **Passport photo** *(not older than 3 months, size 2 inches, white background, no glasses,* ***glued to the cover letter****.)*
* **Original compulsory travel medical insurance *(****covering the entire Schengen area for a minimum amount of € 30,000 for the duration applied for (as per travel plan submitted).*
* **Booking of roundtrip flight ticket** *(Reservations are accepted. It is not a requirement to buy the ticket until a visa has been granted).*
* **Invitation from the business associate in Norway stating the purpose and length of the visit, and who is paying for the visit** *(this should be in original and written on company letterhead paper)*
* **Documentation about your company/enterprise/business, with confirmation from the company that you are travelling on its behalf** *(this should be in original and written on company letterhead paper).*
* **Documentation of your position in the company** *(employment contract or confirmation you’re your employer)*
* **Documents proving sufficient funds for the travel** *(confirmation letter from your bank)*
* **Confirmation of accommodation**
* **Travel itinerary**
* **Letter granting Power of Attorney.** (*Optional for applicants who want the reference or other person to represent them in the case. Separate form is obtainable on the Embassy’s website).*

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 deliberately providing incorrect information or falsified documents are punishable acts by the Norwegian law and will lead to refusal of the visa application. I acknowledge that once the application is submitted, I cannot hand in any additional documentation unless asked by the Norwegian immigration authorities.

Date: Place: Signature:

 CHECKLIST BUSINESS-ENG-AP 29.07.2021