

CHECKLIST

for applicants from Azerbaijan applying for a visa to Norway, Finland, Denmark and/or Iceland at the Royal Norwegian Embassy in Ankara

(in accordance with COMMISSION IMPLEMENTING DECISION C (2015)1585 of 16.03.2015):

<input type="checkbox"/>	Application for a visa, fully completed and paid online through the Visa Portal Norway at https://selfservice.udi.no/ together with the Cover Letter , printed and signed by the applicant or by the applicant's parents or legal guardians (if the applicant is under 18).
<input type="checkbox"/>	1 recent photo (corresponding to current look) in colour. Please check the photo requirements at: www.norway.az
<input type="checkbox"/>	Passport: <ul style="list-style-type: none">- valid for no less than 3 months after the anticipated return from the Schengen area;- containing, at least, 2 (two) blank pages;- issued within the previous 10 (ten) years;- Verbal Note from the MFA Azerbaijan should be attached to service and/or diplomatic passports.
<input type="checkbox"/>	Copy of the identity page of the passport
<input type="checkbox"/>	Copy of old visa(s) issued in old passport(s)
<input type="checkbox"/>	Copy of the National Identity Card (şəxsiyyət vəsiqəsi), both sides
<input type="checkbox"/>	Non-Azerbaijani nationals residing in Azerbaijan: The temporary or permanent residence permit granted to the foreigner or stateless person residing in the Republic of Azerbaijan and the relevant card issued by the State Migration Service shall be valid 3 month beyond the intended date of departure from the territory of the Member States.
<input type="checkbox"/>	Travel Medical Insurance Policy with minimum coverage of EUR 30,000 (for medical costs and medical repatriation, including in the case of death), valid in all the member states of the Schengen Area and covering the whole requested visa period.
<input type="checkbox"/>	Flight or travel reservations or other proof of intended transport: <ul style="list-style-type: none">- a round trip booking, if applicable;- when applying for a visa for multiple entries: reservation for the first visit (a confirmed round trip ticket). <p>The ticket should be bought only after the visa has been issued.</p>
<input type="checkbox"/>	Proof of accommodation <i>Voucher or booking from the hotel clearly indicating:</i> <ul style="list-style-type: none">- name and surname of the applicant;- duration of the stay;- date and name of the staff member who issued this document;- contact details of the hotel. <i>For students:</i> <ul style="list-style-type: none">- confirmation that the applicant stays within a campus, if applicable. <i>In case of medical treatment:</i> <ul style="list-style-type: none">- confirmation of stay at a medical institution.
<input type="checkbox"/>	Proof of sponsorship and/or private accommodation
<input type="checkbox"/>	Proof of solvency <i>All categories of applicants, apart from pupils, should present at least one of the following:</i> <ul style="list-style-type: none">- cash, traveller's cheques, credit cards, or other means of possessing of sufficient means;- original bank statement from the last 3 months;- certificate of real estate property or proof of other assets;- proof of pension; or- proof of other regular income.
<input type="checkbox"/>	Document to be provided by employees: <ul style="list-style-type: none">- a letter from the employer (in English, or in Azerbaijani language with English translation) on official

	company paper with stamp, signature, date and clearly mentioning: address, telephone and fax numbers of the employing company; the countersigning officer's name and position in the company, the name of the employee, position, salary and duration of employment.
<input type="checkbox"/>	Document to be provided by company owners: - original certificate of state registration or notarized copy of the certificate on registration (extract from state registry) and the Taxpayer Identification Number (TIN / V.O.E.N.).
<input type="checkbox"/>	Document to be provided by pupils/students: - proof of enrolment in a school or university.
<input type="checkbox"/>	Documents to be provided by minors (under 18 years of age): - original birth certificate; - consent of the parental authority and/or legal guardian shall be provided through an notarised certificate: a) If the minor is traveling alone or with only one parent. b) If the minor is traveling without his/her legal guardian. c) If the minor is traveling with one of his/her legal guardians. If the parent(s)' first name and family name are different from the ones presented in birth certificate of the minor , parents shall provide additional documents (Marriage Certificate(s), or Adoption paper(s), or documents proving a change of given name or surname confirming the parent(s)' relationship with the minor).
<input type="checkbox"/>	Documents proving the applicant's intention to leave the territory of the member states <i>One or more of the following documents should be provided:</i> - proof of integration into the country of residence: family ties, professional status; - proof of regular income (3-months statement from the salary card, retirement fund etc.); - proof of real estate property, long term rent or lease agreement; - official letter of employment from employer including contact details stating that a leave of absence has been granted and that the applicant will be returning to his/her current job. - if self-employed: a copy of business licence and tax return.

which **MUST BE ACCOMPANIED** by the **SUPPORTING DOCUMENTS** to your visa application (depending on the purpose of your trip:

OFFICIAL TRIPS (bilateral or multilateral) – members of official delegations:

<input type="checkbox"/>	Official invitation letter <i>Official invitation on official letter head paper, stamped and signed, from the inviting authority or international organization, containing the following information:</i> - the full address and contacts of the authority or organization; - the name and position of the officer, who signed the letter; - the name, nationality, date of birth and function of the invited person; - the purpose and duration of the visit.
<input type="checkbox"/>	Confirmation of the relevant authority or organization in Azerbaijan <i>An official letter issued by an national authority or organization confirming that the applicant is a member of the official delegation travelling to a Member State to participate in official meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organizations with stamp and signature, mentioning clearly:</i> - the full address and contacts of the authority or organization; - the name and position of the countersigning officer; - the name and position of the applicant; - purpose and duration of the visit.

BUSINESS TRIPS (including work-related trainings, seminars, workshops, etc.):

<input type="checkbox"/>	<p>A written request from the host entity (legal person or company, organization or an office or a branch of such legal person or company, state, or local authorities of one of the Member States or organising committees or trade and industrial exhibitions, conferences and symposia held in the territory of one of the Member States) endorsed by the competent authorities in accordance with the national legislation. <i>The request should be stamped, signed and contain the following information:</i></p> <ul style="list-style-type: none"> - full address and contact person of the company; - name and position of the person, who signed the invitation letter; - purpose and duration of the visit; - person or the entity who will bear applicant's travel and living costs in case they are borne by the host person or entity. <p>Business invitations for Denmark should be submitted in VU1 form, which is available in a printed version or could be downloaded at: www.norway.az</p>
<input type="checkbox"/>	<p>Information to be provided by the invited legal entity registered in Azerbaijan:</p> <ul style="list-style-type: none"> - copy of the certificate on registration (extract from state registry) and Taxpayer Identification Number (TIN). - official legal entity paper stamped and signed and contain the following information: <ul style="list-style-type: none"> • full address and contact person; • name and position of the countersigning person; • name, position, salary and years of employment of the employee (if applicable); • nature of the work contract; • person or legal entity which will bear the applicant's travel and living costs.

PRIVATE VISITS (visiting relatives and/or friends):

<input type="checkbox"/>	<p>For journeys undertaken to visit relatives and/or friends:</p> <ul style="list-style-type: none"> - invitation (see below "IMPORTANT NOTE 1"); - proof of family ties or relationship. <p>The relationship may be substantiated with relevant certificates (marriage, birth, etc.), pictures and/or correspondence from previous meetings or events.</p>
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TOURISM (visiting relatives and/or friends):

<input type="checkbox"/>	- Itinerary, if the applicant wishes to visit more than one Member State
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Trips for SCIENTIFIC, ACADEMIC, CULTURAL or ARTISTIC ACTIVITIES (including university and other exchange programmes held on the territory of the Member State(s)):

<input type="checkbox"/>	<p>A written request from the host organization to participate in those activities, containing the following information:</p> <ul style="list-style-type: none"> - the full address and name of the organization; - the name and the position of the countersigning person; - purpose of the event and role of participant(s) from Azerbaijan;
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	- duration of the stay; - name of the person or the entity, who will bear applicant's travel and living costs.
<input type="checkbox"/>	An entry ticket/voucher for cultural/artistic event(s) has to be presented by spectators or guests.

SPORT EVENTS (for journeys undertaken for international sport events including persons accompanying in a professional capacity):

<input type="checkbox"/>	A written request from the host organization, competent authorities, National Sport Federation or National Olympic Committee of the Member State, which must specify: - the details of the accommodation (if accommodation is not arranged by the event's organizer, a hotel booking is required); - who covers the costs (if the costs are covered by the event's organizer or the sending organization, its bank statement for the last 3 months is required).
<input type="checkbox"/>	An entry ticket/voucher for international sport event(s) has to be presented by spectators or guests.

IMPORTANT NOTE 1. All applicants must follow the Embassy's special requirements for Invitation letter(s):

- It is strongly recommended to have a private invitation letter from Norway being accompanied by the "Guarantee Form for Visits" stamped by the police authorities in Norway. This form can be downloaded at: www.norway.az and delivered only in **original**.
- Private invitations for Denmark (VU2 form) should be delivered in a **special form**, which is available at www.norway.az.
- Private invitations from Denmark, Finland and Iceland should be accompanied by the copy of the reference's passport and residence permit (if the reference person is not a citizen of Denmark/Finland/Iceland).
- All private invitations must be delivered ONLY in **original**.

IMPORTANT NOTE 2. All documents in a language other than English should be translated and verified notariially.

Signatures:

Applicant

VFS representative

Additional notes (for VFS only):