

CHECKLIST: BUSINESS VISIT

IMPORTANT: If two or more people of the same nationality are travelling together, they should register as a **GROUP** application. Remove **STAPLES** and all unnecessary documents. We do not want any extra copies or duplicates, or documents that are **NOT** on the check lists. Do **NOT** print out a paper copy of the application form. The only document you need to print out from the Application Portal is the **COVER LETTER** (and for groups also the receipt with group name and name of group members). All supporting documents must be in **NORWEGIAN** or **ENGLISH**. This includes itineraries and Internet printouts (black-and-white only).

SUBMIT IN THIS ORDER:

Please check the boxes below and sign to confirm which documents you have submitted:

- Original Passport** (both new and old passports. 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).
- Cover letter** from the Application Portal (signed by the applicant), **Passport photo** (not older than 3 months, size 2 inches, white background, no glasses, **glued to the cover letter.**)
- Supplementary Questionnaire for Schengen Visa Applications** (filled out in **English** in advance by applicant).
- 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 air ticket, and other travel within Schengen**, if applicable (**Do not buy the ticket until a visa has been granted.** Note: If the application is approved, the visa will be issued according to the dates on the booking).
- Copy of the applicant's passport** (ID-page, previous visas/permits, valid resident/ work permit in Thailand etc).
- 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 the applicant's company/enterprise/business, with confirmation from the company that the applicant is travelling on its behalf** (this should be in original and written on company letterhead paper).
- Documentation of sufficient funds for travel, e.g. confirmation letter from bank.**
- Documentation of the applicant's position in the company** (employment contract or confirmation from his/her employer)
- Confirmation of accommodation** (for example a hotel reservation)
- Letter granting Power of Attorney** (Optional for applicants who want another person to represent them in the case). Separate form is obtainable on the Embassy's website).

NOTE: There is an additional checklist for tailors and jewelry sales people

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 both Thai and Norwegian law and will lead to refusal of visa. I have been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Signature: