

## CHECKLIST: VISIT TO SPITSBERGEN (SVALBARD – NOT NORWAY)

**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:

#### DOCUMENTS FROM THE THAI APPLICANT:

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 of travel on the way to Svalbard (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).
  
- If you are under 18, you must also submit:**
  - If you are travelling alone:  An original and a copy of letter of consent signed by both parents, stamped by Amphur
  - If you are travelling with only one of your parents:  An original and a copy of letter of consent from the other parent, stamped by Amphur
  - If the parent you are travelling with has single custody:  An original and a copy of certificate of single custody
  
- 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).

#### DOCUMENTS FROM FAMILY MEMBER/PERSON INVITING ON SVALBARD:

- Original invitation letter** from family member/person inviting stating the purpose of the visit
- Copy of reference person's passport** (i.d. page) and/- or **guarantor's passport**.

The documents below are only required if the applicant does not have documents proving sufficient economic means or income.

- Original guarantee form for visits stamped by Norwegian authorities + 1 copy**

**NOTE:** Documentation must be sent by **regular or express mail directly** to the applicant, and not by fax or as a scanned attachment to e-mail.

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: