

SCHENGEN VISA –BUSINESS TRIP

NAME OF APPLICANT: _____ DATE: __/__/__
Last name First name (dd/mm/yy)

CHECKLIST

Please print [this form](#) and bring [original documents/papers](#) and a [copy of all original documents](#).

Check the boxes to confirm which documents you have submitted and arrange according to the list.

- Check-list/Questionnaire** – should be answered and written by the applicant
- Cover Letter (RECEIPT NUMBER)**– printed from the Application Portal
- Schengen Visa Application form** – completely signed and filled out by the applicant
- One(1) passport sized photo (3x4cm)** – with white background no older than 6 months. Please glue/paste your photo (do not staple) on the Cover letter or the Schengen Visa Application form
- Original passport (COPY OF ALL PAGES USED PAGES!)** – valid for at least 3 months after departure from Schengen
- Previous passports** – (last 3 years) and past visas/stamps to Schengen and other countries
- RNE (Registro Nacional de Estrangeiros)** – valid for at least 3 months after departure from Schengen
- Application Fee receipt**
- Original Certificate of Employment** – stating position, length of service, salary, purpose and duration of the business trip
- Original Letter of Invitation from the host company in Norway/Denmark/Sweden/Iceland/Finland** – should be written on the company’s letterhead and duly signed by the authorized representative in Norway/Denmark/Sweden/ Iceland/Finland
- Proof of sufficient funds** (if applicable) – Bank statement
- Roundtrip Airline Ticket Reservation**
- Travel Medical Insurance** – should be valid for all Schengen States and cover the entire period of the person’s intended stay or transit. The minimum coverage is 30,000 EUR
- Marriage Certificate** (if applicable) – not required but may strengthen the application
- Birth Certificate** (if applicable) – not required but may strengthen the application
- Documentation of own means/properties** (if applicable) – not required but may strengthen the application e.g. land titles or car certificate of registration with official receipt
- Side trips** (if applicable) – hotel bookings and means of transport

IMPORTANT ADVISORY

All documents coming from Norway/Sweden/Denmark/Finland/Iceland, must be sent directly to the applicant not to the Embassy/Consulate General.

Submit you application and supporting documents on your appointment date.

A written explanation letter should be provided if you can not submit any or some of the required documents.

Do not staple or glue any documents together.

TO BE ANSWERED DURING INTERVIEW SCHEDULE

I decided not to submit my application because of lacking documents. I am willing to rebook my appointment.

Note: Proceed to Application Portal and rebook your appointment. No need to pay again.

I decided to submit my application even though there are lacking documents. I am also aware that there is a risk in my visa application being rejected.

QUESTIONNAIRE

NAME OF APPLICANT: _____
Last name First name Middle Initial

What is the purpose of the business trip? _____

What is your position in the company? _____

How long have you worked there? _____

What is your role in the meeting(s)? TRAINEE/PARTICIPANT ATTENDEE
 OTHERS, please specify: _____

Do you have a plan for side trips? YES, where and how many days? _____
 NO

What is your highest educational attainment? ELEMENTARY HIGH SCHOOL VOCATIONAL
 COLLEGE, course? _____
 OTHERS, please specify: _____

What is your marital status? SINGLE MARRIED WIDOW(ER)
 SEPARATED DIVORCED WITH COHABITANT

Do you have children? YES, how many _____
 NO

Additional Information: _____

I hereby confirm that all submitted information and supporting documents are true and correct.

Signature of applicant

Place, Date