



## ROYAL NORWEGIAN EMBASSY

Abu Dhabi

### Checklist – IRAN – Family visits to Norway

#### IMPORTANT INFORMATION

- Applicants should come in person for submission of application and biometric data registration.
- Applicants must ensure that all mandatory requirements are met.
- Applicants must submit a certified translation into English or Norwegian of all required documents.
- Supporting documents should be submitted to strengthen the purpose of the application.
- It is the applicants' responsibility to ensure that all documents are submitted.
- Check the boxes to confirm whether the documents are submitted or not.
- Remove staple wires and paper clips from your documents
- Photocopies must be clear, readable and no older than 6 months.
- Visa fee is to be paid, 80 EUR
- Visa processing time is 15 calendar days, unless the case requires further scrutiny.

#### I. DOCUMENTS TO BE SUBMITTED

	MANDATORY REQUIREMENTS	Submitted	Not submitted
1	<b>Cover Letter</b> must be printed from the Application Portal and signed by the applicant		
2	<b>Signed print out of application form.</b> Application form must be printed and signed		
3	<b>One (1) passport sized photo with white background no older than 6 months.</b> Edited photos are not accepted. Paste your photo (do not staple) on the upper right corner of the Cover Letter.		
4	<b>Photocopy of Original Passport</b> biodata page. Original passport should be submitted along with the application. Passport should be valid for at least 3 months after the departure from the Schengen area. Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s).		
5	<b>Birth Certificate and copy of original</b>		
6	<b>Photocopy of passport or residence permit of your family member residing in Norway</b>		
7	<b>Translated Birth Certificate of the reference in Norway and copy of original. Proof of relation.</b>		
8	<b>Original Bank Certificates for the last three (3) months and proof of property ownership.</b>		
9	Proof of sponsorship and/or of private accommodation- see <a href="http://www.udi.no">www.udi.no</a> for information about Sponsor for visitors		
10	<b>Letter of invitation from the reference/inviting host in Norway</b> The letter should state the name of the applicant, purpose and duration of the visit. It should also state the relationship between the applicant and the reference in Norway and who will bear the cost of travel and stay.		
11	<b>Reservation of Roundtrip Airline Ticket Reservation</b> – Do not pay for/buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation.		
12	<b>Photocopy of Travel Medical Insurance</b> – can be bought from any insurance company; should be valid in all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage must be EUR 30,000.		
	<b>ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)</b>  <b>NB: For the protection of children, documents 13-15, will be verified. Longer processing time must be expected.</b>		
13	<b>If travelling alone:</b> Translation of consent letter from both parents. Signed and sealed at Notary public office.		
14	<b>If travelling with only one of the parents:</b> Translation of consent letter from parent who is		

Postal address:  
47270  
Abu Dhabi  
UAE

Office address:  
Etihad Towers  
T3- Level 11  
Abu Dhabi  
UAE

Telephone: +971 2 403 8400  
Telefax: +971 2 403 8401

Enquiries to:  
[emb.abudhabi@mfa.no](mailto:emb.abudhabi@mfa.no)

	not travelling. Signed and sealed at Notary public office.		
15	<b>If only one parent has the sole custody of the child:</b> Photocopy of the Court Decision awarding custody to one of the parents.		
16	<b>If the other parent is dead:</b> Photocopy of the Death Certificate must be submitted.		
	<b>SUPPORTING DOCUMENTS</b>		
17	<b>If currently employed</b> submit Translation of Employment stating position, length of service, salary and duration of approved leave of absence, photocopy of company ID, and payslips for the last three (3) months. Latest Ghazette or proof of membership of SSO.		
18	<b>If self-employed</b> a. Corporation – photocopies of SEC registration with attached present Articles of Incorporation and annual income. b. Single proprietorship – photocopies of Business Name Registration Certificate from DTI and latest income Tax statement.		
19	<b>If currently a student</b> submit Translation of enrolment form the school and school ID. If you will be going for a holiday during the summer or a semester break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during the school year, a certificate of leave of absence from school should also be submitted.		

## II. INFORMATION FOR THE APPLICANT ON TERMS AND CONDITIONS OF THE VISA PROCESS

- During the processing time the passport has to remain with the Norwegian Embassy in Tehran. If the applicant needs his/her passport urgently during the processing period a written request must be submitted together with supporting documents if applicable, and the Embassy will return the passport to VFS Global within 1 working day.
- False or falsified documents will lead to refusal of visa and /or further consequences.
- **The Norwegian Embassy in Abu Dhabi reserves the right to ask for additional documents and/or call applicant for an interview.**

## III SIGNATURES AND AGREEMENT

A) For Visa applicant:

I hereby confirm that I personally, have submitted this application for a visa and that all information stated in the applications is correct. False information/documents may lead to expulsion from the whole Schengen area. I have been informed about the documents I have not submitted and I understand that my application can be rejected if I do not hand in all required documents

B) For VFS staff:

The applicant has been informed of the above. The remarks have been completed together with the applicant.

.....  
City and Date

.....  
(Signature of applicant)

.....  
City and Date

.....  
(Signature of VFS staff)