



## ROYAL NORWEGIAN EMBASSY

### BUSINESS VISA DOCUMENT CHECKLIST Cultural/sports/religious events or organizations

You must hand in the **COVER LETTER** signed and the **RECEIPT** from the application portal when you submit all the necessary documents, otherwise, the application may be rejected.

- All documents must be translated into English or Norwegian
- A4 format copy of each of the documents and with no staples and pins.

Please print out the document and sign below.

Attach the Document Checklist to your application and **deliver the application in following order:**

Document requirements (A4 format)	Submitted	Not Submitted
<b>Cover letter and application form.</b> Both forms must be signed by applicant.		
<b>Original current passport.</b> Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages. <b>And copy</b> of biodata page in the current passport.		
<b>One passport photo</b> not older than six months.		
Official invitation letter from the Norwegian company or organization with their contact details ( <b>contact person, e-mail, telephone</b> ), stating the applicant's identity, the purpose and length of the visit (eg meetings, conference, factory visits, sports event, fairs), place of intended stay and who will bear the travel and living costs, including information regarding what activities will be performed		
<b>Sponsoring as a company or organization</b> -If the person going to visit a company or an organization does not have enough money, the company or business in Norway can pay for their stay. A contact person in the company or business must fill out a sponsorship form. See <a href="http://www.udi.no">www.udi.no</a> for the sponsorship form		
Letter from the Pakistani company or organization stating the applicant's identity, the company's contact details (contact person, e-mail, telephone), including information regarding position of the applicant, purpose and length of the journey, what activities will be performed, place of intended stay and who will bear the travel and living costs.		
Documentary evidence of business relationship (copies of invoices, shipments, correspondence, contracts etc)		
If the applicant is a company owner or self-employed: certificate of registration of company		
Flight reservation: Round trip reservation. <b>Do not buy the ticket until a visa has been granted.</b>		
Travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EURO 30.000.		
Copy of Pakistani Identity card (CNIC)		
Proof of financial means; copy of bank statements from the last 6 months, signed and stamped by the bank, National Tax Number(if applicable), Federal Board of Revenue acknowledgement of tax returns for the last 2 fiscal years or other documentation of private/proof of funds		
For sports events: letter on official letterhead of the national federation featuring information on the competition/athlete including his CNIC number, national ranking,		



## ROYAL NORWEGIAN EMBASSY

names and position of people accompanying competitor/athlete if applicable		
Copies of property documents with English translation (if any)		
Letter granting Power of Attorney.(Optional for applicants who want another person to represent them in the case. <a href="#">Separate form for Power of Attorney can be found here.</a> )		

### **Necessary additional documents for children under 18 travelling with one or none of the parents/legal guardian**

- proof of consent by one parent if you are travelling with the other
- copy of the non-travelling parent(s) Pakistani identity card(s) (CNIC(s)) and passport(s)
- if the parent you are travelling with has sole custody: Copy of the Court order establishing family relationship or guardianship for the purpose of the intended detailed trip
- if travelling with none: an affidavit from both parents with details of the planned trip and name of sponsors/guardians during the trip
- proof of enrolment at school

**The Embassy may contact the applicant to request additional information/documentation and to interview the 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

Date:

Place:

Signature