

CHECKLIST

VISA APPLICATION CHECKLIST KSA – ALL CATEGORIES

All documents must be translated into English or Norwegian

All documents must be in A4 format, without staples or pins

No supporting documents can be older than 6 months

	For VFS	
1. GENERAL REQUIREMENTS	Submitted	Comment
A signed print out of the harmonized application form and the payment receipt from the UDI online application portal		
Original passport valid for three months after the intended travel, issued within the previous 10 years, and containing at least two blank pages, Copies of the bio data page. If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.		
One passport photo not older than six months, not edited (requirements)		
Copy of a valid residence permit in Saudi Arabia (iqama) (no translation needed)		
copy of Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States		
Proof of flight ticket or flight reservation including return flight. You are advised not to buy the ticket until the visa is granted.		
Proof of accommodation: hotel reservation; proof of rental or ownership of real estate in Norway, confirmation of private accommodation; mentioning that the host will cover the accommodation costs; <i>or</i> confirmation of accommodation by the company inviting the applicant mentioning that the company will cover the accommodation costs.		
Proof of sufficient means of subsistence Bank statements and certificate in English showing movements in the applicant's account for the last three months, signed and stamped by the bank, and/or salary slips, and/or copy of credit card valid throughout the intended stay, or sponsor letter from a person you depend on (and live with), with his/her bank documentation and/or proof of other assets (ex. property)		
Valid travel medical insurance valid for the entire trip and the entire Schengen area, with coverage of at least EUR 30,000		
2. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE TRIP		
a. Toursim Full travel itinerary. Detailed plan and information about tourist attractions etc. that the applicant is planning to visit, including dates, transportation and hotels, and any travel companions, if applicable		

a. Business Invitation letter from a Norwegian company, organization or authority to attend a meeting, conference or event, or other documents showing the existence of trade relations for work purposes. The letter should state the organization's contact details, applicant's identity, length and purpose of the visit, what activities will be performed, place of intended stay and who will bear the travel and living costs (for more information Invitation for a visitor's visa - UDI and Sponsor for visitors - UDI).		
b. Visiting family or friends Invitation letter signed by the host covering the period of the intended stay, including purpose and length of the visit, the relation between the applicant and the inviting party/reference and who will bear the travel and living costs (for more information Invitation for a visitor's visa - UDI Sponsorship form. See Sponsor for visitors - UDI)		
3. DOCUMENTS TO BE PRESENTED BY SPECIFIC CATEGORIES OF APPLICANTS (choose the one category below relevant for you and provide all documents mentioned).		
a. <u>For employees</u>: Original letter from sponsor, stating employment status, position, length of contract and salary, stamped by the Chamber of Commerce. Self-sponsored: valid original trade license and 1 copy thereof with translation b. <u>For Self-Employed Persons</u>: Valid original trade license c. <u>For Students</u>: Proof of enrolment at university and student's card		
d. <u>For Minors (below 18 years of age) travelling without legal guardian(s)</u> • Original authorization signed by their parents/legal guardian in front of a visa officer or duly legalized. • Copy of passport(s) of parent(s)/legal guardian(s)		

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: _____
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For VFS staff:

APPLICANT HAS BEEN INFORMED OF THE ABOVE. THE REMARKS HAVE BEEN COMPLETED TOGETHER WITH APPLICANT.

.....
City and Date

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(Signature of VFS staff)