ROYAL NORWEGIAN EMBASSY
Ankara

Checklist – IRAN – Tourism and other types of 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	**A signed print out of the harmonized application form** from the UDI online application portal		
2	**One (1) passport sized photo with white background no older than 6 months.** Edited photos are not accepted. Paste your photo (do not staple) on the upper right corner of the Cover Letter.		
3	**Photocopy of Original Passport** 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).		
4	**Birth Certificate and copy of original**		
5	**Original Bank Certificates for the last three (3) months and proof of property ownership.** Examples: Photocopies of land titles or car certificate registration with official receipt.		
6	**Reservation of Hotel/Accommodation for the entire planned stay**		
7	**Full itinerary or detailed day to day activities of the trip** The itinerary should include information on who you are travelling with; detailed information about the tourist attractions you plan to visit, including dates, transportation and accommodation.		
8	**Reservation of Roundtrip Airline Ticket Reservation** – 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.		
9	**Photocopy of Travel Medical Insurance** – 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.		
	ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18) **NB: For the protection of children, documents 11-13, will be verified. Longer processing time must be expected.**		
10	**If travelling alone:** Translation of consent letter from both parents. Signed and sealed at Notary public office.		

11	**If travelling with only one of the parents:** Translation of consent letter from parent who is not travelling. Signed and sealed at Notary public office.		
12	**If only one parent has the sole custody of the child:** Photocopy of the Court Decision awarding custody to one of the parents.		
13	**If the other parent is dead:** Photocopy of the Death Certificate must be submitted.		
	SUPPORTING DOCUMENTS		
14	**If currently employed** 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 Ghazzette or proof of membership of SSO.		
15	**If self-employed** 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.		
16	**If currently a student** 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. Please be aware that a VFS resubmission fee will be applicable.
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- False or falsified documents will lead to refusal of visa and /or further consequences.
- **The Norwegian Embassy in Ankara 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 no 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)