



Business and Work

GENERAL DOCUMENTS (MANDATORY FOR ALL APPLICANTS):

1. Signed Cover Letter received by email after registering application on Application Portal:

<https://selfservice.udi.no/en-gb/>

Clarification: Cover Letter can also be printed out from your personal account on Application Portal. **You can view the sample of cover letter in the section “Business/Work >>Documents Required”.** There’s no need to print out the entire visa application form. Cover Letter must be signed personally by applicant. For minor children the Cover Letter must be signed by both parents / one of the parents or legal guardian. Cover Letter needs to be submitted at the visa application centre along with other supporting documents. The reference number indicated in Cover Letter (umow-VIS...) is used for enrolment of your biometric identifiers. **Important:** visa application will not be able to accept your documents if you do not have Cover Letter.

2. Travel document valid for 3 months after the intended date of last departure from the Schengen area, containing at least 2 blank pages and issued within the previous 10 years.

3. Previous passports (if any) in original.

Clarification: if you did not have previous passports or if you have but for some reason you are unable to provide them, please, fill in the [explanation note](#) and bring it to the visa application centre. **You can find the template of this document in the section “Business/Work >> Documents Required”.** This document will be sent to the Norwegian Embassy in Moscow along with your supporting documents.

4. Internal Passport: copy of all marked pages: data page, foreign passport (-s) issued, marital status, registration in Russia.

5. One colour photograph in accordance with the requirements of the Royal Norwegian Embassy in Moscow and made within the last 6 months.

6. Travel Medical Insurance covering the entire period of intended stay valid for all Schengen States. The minimum coverage must be €30.000.

PURPOSE OF TRAVEL:

BUSINESS EVENTS

1. Invitation from company or organization in Norway.

Clarification: the travel dates have to be clearly indicated in the invitation (from...till...). If inviting party in Norway also requests multiple entry visa to be granted to the guest, it must be mentioned in the invitation as well: 1 year visa, 2 years visa, etc.

2. Documentation of financial support:

Variant 1: Inviting party in Norway covers all the expenses: it has to be clearly stated in the invitation letter. In this case applicant does not need to provide additional financial documents.

Variant 2: Inviting party in Norway does not take responsibility for expenses of the trip/staying in Norway. In this case applicant has to provide financial documents:

- Letter from the employer specifying the position held and salary amount **and/or:**
- 2NDFL form **and/or:**
- Bank/credit card statements for the last 3 months.

Clarification: any of the above listed financial documents is sufficient. However, you may also enclose several documents

For self-employed people: proof of economic activity (e.g. 2NDFL or 3NDFL form, extract from the trade/fiscal registry or certificate for individual business) or bank statement (-s) covering the last 3 months.

DRIVERS (INTERNATIONAL CARGO & PASSENGERS):

▶ **Written request from the Russian national association of carriers (ASMAP or RAS) or the national association of carriers of the Member State stating the purpose, duration (from...till...) and frequency of trips.**

Attention: in accordance with the law enacted on 1 January 2015 in Norway, owners of all commercial vehicles with the weight of more than 3,5 tones have to conclude the agreement with operator of paid auto routes and install electronic transponder on the front window of the vehicle.

MEMBERS OF TRAIN, REFRIGERATOR AND LOCOMOTIVE CREWS:

▶ **Written request from the competent Russian railway company (OAO-RZD with its branches and OAO "Refservice") or a competent railway company of the Member State stating the purpose, duration (since...till...) and frequency of trips.**

JOURNALISTS:

1. Certificate or other document issued by a professional organisation proving that the person is a qualified journalist.
2. Letter from his/her employer stating that the purpose of the journey is to carry out journalistic work.

FREELANCE JOURNALISTS:

1. Press card or work contract.
2. Proof of economic activity / financial means (e.g. 2NDFL or 3NDFL form, excerpt from the trade/fiscal registry, certificate for individual business, bank statement(s) covering at least three preceding months.

MEMBERS OF OFFICIAL DELEGATIONS:

1. Letter (e.g. verbal note) issued by a competent Russian authority (e.g. Ministry of Foreign Affairs) confirming that the applicant is a member of its delegation travelling to the Schengen Member State.
2. Official invitation from Norway.

OFFICIAL PROGRAMS BETWEEN TWIN CITIES:

1. Written request from the head of administration/mayor of the city where the twinning activity is to take place.
2. Written request from the head of administration/mayor of the sending city with full details of the participant.

ADDITIONAL DOCUMENTS FOR MINOR CHILDREN:

1. Birth certificate.

Clarification: Norway visa application centre does not accept the original birth certificate (only copy). However, it is strongly recommended to bring the original document to the visa centre along with copy for verification purpose.

2. Consent of the parental authority or legal guardian issued not more than 1 year ago.

Clarification: Norway visa application centre does not accept the original consent (only copy). However, it is strongly recommended to bring the original document to the visa centre along with copy for verification purpose. For 1 entry visa the consent should be extended for 15 days. 15 days will automatically be added to the validity of visa. Note that the validity of visa cannot be more than the validity of the parent consent. The consent of parental authority is required only if the minor travels alone, with third person or only with one parent. Exceptions are made to this if the single parent with whom the minor is to travel holds the parental authority alone (i.e. in cases where the other parent has deceased or been deprived of custody. This has to be proved by official documents). The consent must be issued not earlier than 1 year ago.

3. Copy of the valid Schengen visa of the parent (-s) travelling with the minor for whom a visa was not applied for at the same time with parents.

4. Sponsorship letter from one of the parents (or both parents) or third person + financial documents (see above).

Note: You can download the template for sponsorship letter from the section "Business/Work >> Documents Required".

ADDITIONAL DOCUMENTS FOR NON-RUSSIAN CITIZENS:

1. Proof of legal residence in the Russian Federation in line with federal legislation (e.g. residence permit, long-term visa, work patent or FMS registration), valid for at least 6 months before the intended trip and 3 months after the planned return from the Schengen area

OR:

2. Official document proving that the applicant has applied for a renewal of proof of legal residence. If not resident, proof of legal presence in the Russian Federation and justification for submitting visa application in the Russian Federation instead of the country of residence.

Important information for applicants:

- All supporting documents must be genuine.
- Documents should be typed. Hand-written documents are less preferable.
- Copies of supporting documents are also acceptable. However, it is strongly recommended to have originals of these documents at the visa centre for verification purpose.
- Please do not staple any documents.
- If at the moment of submission you do not have some requisite document with you, you can send it to the visa application centre by email: Info.norspb@vfshelpline.com. **Please, coordinate it beforehand with the officer/manager of the visa application centre.** If you have no possibility of sending the missing document (-s) during the day, you can do it later (for example, the next working day). You can send the document either to the visa centre (see email ID above) or directly to the Royal Norwegian Embassy in Moscow: moscowvisa@mfa.no. Please, provide the following data in your mail: name/last name, number of travel document, city where you submitted your application.
- The Royal Norwegian Embassy in Moscow has the right of demanding any additional documents or data in case of necessity.