



## Study, Educational exchange programs, Summer schools

### 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 “Study, Exchange programs, Summer schools>>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 “Study, Exchange programs, Summer schools >> Documents Required”.** This document will be sent to the Royal 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.

### FOR THIS PURPOSE OF TRAVEL:

#### 1. Invitation from Norway:

Invitation from host study organization or letter of admission.

#### 2. Evidence of financial means:

**Variante 1:** sponsorship statement can be included into the invitation/letter of admission issued by educational organization in Norway.

**Variante 2:** A separate sponsorship statement can be issued either by the Russian organization or by the host organization in Norway.

**Variante 3:** Other proof of financial means:

- 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.

**In case of sponsorship:** sponsorship letter from close relative (or any other person) + any of the financial documents listed above. You can download the template for sponsorship letter from the section “Study, Exchange programs, Summer schools >> Documents Required”.

## 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 "Study, Exchange programs, Summer schools >> 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](mailto: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](mailto: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.