



Visiting Relatives and Friends

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 “Visiting Relatives and Friends >>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 “Visiting Relatives and Friends >> 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.

PURPOSE OF TRAVEL:

Close relatives (spouses, parents, children, grandparents and grandchildren) of Russian citizens legally residing in Norway:

1. Invitation from the relative residing in Norway:

Variant 1: Inviting person in Norway can use a special template for the invitation - **Invitasjon fra referanseperson i Norge** (The Royal Norwegian Embassy strongly recommends to use this form). You can find the sample of the invitation in the sections “Visiting Relatives and Friends >> Documents Required” or “Download Form”.

Variant 2: Typed invitation.

Variant 3: Hand-written invitation. This variant is the least preferable but still acceptable.

Clarification: the travel dates (from...till...) must be clearly indicated in the invitation – in case of single entry visa. If inviting person in Norway wishes the visitor to be granted multiple entry visa, it has to be stated in the invitation. For example, the visa is required for 2 years + dates of the first trip.

2. Copy of valid Russian international passport of the relative residing in Norway (BIO page):

Clarification: Even if the inviting person already obtained the nationality of Norway, the Royal Norwegian Embassy strongly recommends providing a copy of valid Russian international passport (if still available). The Royal Norwegian Embassy in Moscow will refund the visa fee that was paid by applicant on Application Portal provided that all requisite documents are submitted, including copy of valid Russian international passport of the relative residing in Norway.

3. Proof of legal status of family member residing in Norway:

- copy of Residence Permit in Norway (Oppholdstillatelse) **OR**:
- copy of the Norwegian passport (if already available) or of the EU/EEA/Switzerland (if applicable).

4. Proof of family ties between inviting person and visitor:

- Birth certificate,
- Marriage certificate,
- Documents confirming change of family name (it applies both to inviting person and visitor): birth certificate, divorce certificate + Form 28 (this document acknowledges the fact of marriage registration and can be obtained in registration bureau in Russia), etc.

Clarification: Norway visa centre does not accept original documents confirming relationship. The Norwegian Embassy needs only copies of these documents. However, we would recommend to bring originals as well so that the staff of the visa centre could verify the documents.

5. Documentation of financial support:

- Guarantee Form from the inviting person residing in Norway with the police stamp **OR**:
 - Letter from the employer specifying the position held and salary amount **OR**:
- или**
- 2NDFL form **OR**:
 - Bank/credit card statements for the last 3 months **OR**:
 - Sponsorship letter from close relative or any other person residing in Russia + any of the financial documents listed above.

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.

Clarification: you can enclose any of the documents mentioned above. But if you wish you can also provide other financial documents.

Note: You can find the template for Guarantee Form and sponsorship letter in the section "Visiting Relatives and Friends >> Documents Required".

Private Invitation (from other relatives, friends, etc.):

1. Invitation from the host:

Variant 1: Inviting person in Norway can use a special template for the invitation - **Invtasjon fra referanseperson i Norge** (The Royal Norwegian Embassy in Moscow strongly recommends to use this form). You can find the sample of the invitation in the sections "Visiting Relatives and Friends >> Documents Required" or "Download Form".

Variant 2: Typed invitation.

Variant 3: Hand-written invitation. This variant is the least preferable but still acceptable.

Clarification: the travel dates (from...till...) must be clearly indicated in the invitation – in case of single entry visa. If inviting person in Norway wishes the visitor to be granted multiple entry visa, it has to be stated in the invitation. For example, the visa is required for 2 years + dates of the first trip.

Variant 4: Hotel reservation for the entire period of staying – if the inviting person does not provide accommodation.

2. Evidence of long-term relationship between visitor and inviting person (for friends only):

- o Documentary evidence of long-term relations: how long the applicant and reference person in Norway have known each other, whether or not they have met in person and when they saw each other last (if applicable).
- o Evidence of previous visits of citizen of Norway to Russia to see his/her friend (for example, copy of tickets or Russian visas).
- o Other evidence of relationship at the discretion of applicant.

3. Documentation of financial support:

- Guarantee Form from the inviting person residing in Norway with the police stamp **OR:**
- Letter from the employer specifying the position held and salary amount **OR:**
- 2NDFL form **OR:**
- Bank/credit card statements for the last 3 months.

Clarification: you can enclose either of the documents mentioned above. But if you wish you can also provide other financial 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.

In case of sponsorship: sponsorship letter from close relative (or any other person residing in Russia) + any of the financial documents listed above.

Note: You can find the template for Guarantee Form and sponsorship letter in the section "Visiting Relatives and Friends >> 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 "Visiting Relatives and Friends >> 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.