



Norwegian Consulate General

New York

SCHENGEN VISA DOCUMENT CHECKLIST

Applicants should submit all the relevant documents **according to the purpose of the trip** together with the application, otherwise the application may be delayed or rejected. The documents must be provided in:

- Norwegian, English (Spanish or Portuguese accepted outside USA and Canada)
- Original (or certified copies if you want to keep the original). If you provide copies, the originals will be returned by VFS before leaving the counter
- Letter size or A4 format copy of each of the documents (with no staples or pins) to be kept by the Embassy.

Please print out this document, check documents submitted and sign. Attach the checklist to your application and **submit the documents in the following order:**

Signed cover letter from the online Application Portal Norway received by e-mail. It can also be retrieved online from the Application Portal. (For minors it needs to be signed by both parents)	<input type="checkbox"/>
Signed visa application form printed from the Application Portal	<input type="checkbox"/>
Original current passport. Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages.	<input type="checkbox"/>
Copy of the biodata page of the applicant's passport.	<input type="checkbox"/>
One passport photo of the applicant with white background and not older than six months.	<input type="checkbox"/>
Proof of relationship between the applicant and the inviter.	<input type="checkbox"/>
Invitation letter stating the purpose of the visit and the relation between the applicant and the inviter.	<input type="checkbox"/>
When visiting several inviters, each inviter should send an invitation.	
Documentation of leave	<input type="checkbox"/>
Letter from the company or organization with official letterhead, where the applicant is employed, stating the applicant's identity, the company's contact details (contact person, e-mail, telephone). The letter should include information regarding the position of the applicant, purpose of the journey, what activities will be performed, whom the applicant will meet in Norway.	<input type="checkbox"/>
Copy of Identity card from employer.	

Students and researchers should provide certificate from home institution on enrolment	<input type="checkbox"/>
<p>Invitation from the Norwegian company or organization, stating the applicant's identity, the purpose of the journey, the period and place of intended stay.</p> <p>The invitation letter should include information regarding what activities will be performed, whom the applicant will meet while in Norway, and who will cover the travel and living costs.</p> <p>The letter should include the company/organization logo and Norwegian organization number.</p> <p>The Norwegian inviter should answer all questions in the questionnaire for Business visa found at the end of this checklist.</p>	<input type="checkbox"/>
Letter granting Power of Attorney. <i>(Optional for applicants who want another person to represent them in the case. Separate form for Power of Attorney can be found here.)</i>	<input type="checkbox"/>
Full itinerary with relevant documentation	<input type="checkbox"/>
A valid travel medical insurance for the duration of the stay in Schengen area with a minimum coverage of EUR 30,000.	<input type="checkbox"/>
<p>Flight itinerary with round trip and fixed travel dates of maximum 90 days.</p> <p>In the application portal, the total number of days and the whole period applied for should be registered, not only the first visit if applying for a visa for a longer period. The visa will be issued according to the documentation provided and only applicants who fulfill the criteria for a multiple visa will be granted multiple entries.</p> <p>Note: Tickets should be paid for only after the visas have been issued.</p>	<input type="checkbox"/>
<p>Proof of accommodation covering the whole duration of the intended stay.</p> <p>Note: Accommodation should be paid for only after visas have been issued.</p>	<input type="checkbox"/>
<p>Documentation of own funds for the stay if inviting party is not guaranteeing for the travel expenses.</p> <p>Proof of financial means covering NOK 500 per person per day of stay – Copy of bank statement covering the last 3 months, copy of last 3 months salary slips or pension check stub or similar.</p> <p>If self-employed: tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year.</p> <p>A copy of the UDI guarantee form for visit (attested by the police in Norway) if the inviter is guaranteeing for the cost of travel and stay.</p> <p>The copy will be stamped by the Embassy and returned with an issued visa.</p>	<input type="checkbox"/>
For applicants who are not citizens of the country where they apply from: copy of valid residence permit or proof of legal stay and re-entry document.	<input type="checkbox"/>
This check list	<input type="checkbox"/>

If the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds the parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage	<input type="checkbox"/>
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The consulate may contact the applicant or holder of power of attorney for clarifications.

I hereby confirm that I personally have submitted this application for a visa and that all information stated in the application and the supporting documentation is true. I am aware that willfully or through gross negligence providing materially false or manifestly misleading information and documentation in a case could lead to expulsion from all of Schengen.	
Date:	Place:
Signature:	

Questionnaire form for Business Visa

Questionnaire for **the company in Norway** to print out, fill in and submit with visa application (*It is mandatory to answer all questions*):

Name of the inviting company in Norway:

Name of the company the applicant is representing:

Relationship between the companies:

- Same international company
- In contract or contract negotiations
- Other, please specify:

The applicant's position in the company in the home country:

A: If the purpose of the stay is being a business traveler, please specify. The applicant will:

- Attend meetings with inviting company
- Attend meetings with inviting and other companies
- Attend meetings only with other companies, please specify the relationship between the applicant and these companies:
- Other reasons, please specify:

Meetings will consist of:

- Contract negotiations
- Discussions related to the management of joint projects or a contract (including planning, reporting, presentation of results/products)
- Discussions related to the specific work within joint projects or a contract (including workshops or similar sessions on specific topics)
- Training or practical work, please specify (for in-house training, see below section B):

B: *If the purpose of the stay is in-house training, please give information about:*

- Period of time:
- Content of training:
- The reason for the need of training:

Be aware that training because of outsourced tasks to the company in the home country, as a main rule, is not seen as in-house training in this context.

C: *If the purpose of the stay is to work as a technical expert:*

- The applicant will install, disassemble, inspect, repair, maintain or provide information on the use of machinery and technical information, including “computed equipment” like software
- The applicant will have other tasks, please specify:

- The inviting company’s total need for this type of work does not extend three months
- The inviting company’s need for this type of work is related to a specific project or contract and will arise again

D: *If the purpose of the stay is none of the above mentioned, please specify the purpose of the stay and submit relevant documents:*

I hereby confirm that all information given is correct. I am familiar with the criminal liability associated with giving a false statement, see the Immigration Act section 108 first paragraph letter C and the General Civil Penal Code section 221 first paragraph.

Date, place _____

Signature _____