

IMPORTANT REMINDERS BEFORE YOU LODGE YOUR APPLICATION

- The application must be lodged in person no earlier than six months before entry to the Schengen area.
- Applicants under the age of 18 must be accompanied by at least one parent.
- Submitting the application does not guarantee the issuance of a visa in time for your travel.
- The Embassy may request a personal interview or further documentation before a decision is made.
- You, the applicant, must ensure all required documents are provided.
- Additional documents may be submitted to strengthen the application.
- All documents must be provided in Norwegian or English language. Documents in other languages must be translated by an authorised translator.
- Photocopies must in A4 size, clear and readable.
- Remove all staples, wires, and paper clips from your documents.

Provided	Documentation	For official use only
REQUIRED DOCUMENTATION		
<input type="checkbox"/>	A print-out of the Harmonised application form from the UDI online application portal - must be signed in front of the VFS staff	
<input type="checkbox"/>	Original passport issued during the last 10 years, valid for 3 months after the intended travel and containing at least 2 blank pages + copies of the bio-page & all used pages. The passport must be valid for entry to the destination countries.	
<input type="checkbox"/>	One passport sized photo with white background, no older than six months - not edited.	
<input type="checkbox"/>	Residence visa for Fiji if you are not a Fijian citizen. The visa must be valid for multiple entries to Fiji until at least three months after your departure from the Schengen area.	
<input type="checkbox"/>	Confirmed bookings for all transport , from Fiji return including all internal travel within the Schengen area. NB! Should not be bought before a visa has been issued. If your application is approved, the visa will be issued in accordance with your bookings.	
<input type="checkbox"/>	Signed Letter of invitation with company letter head from the host company in the Schengen area, confirming: <ul style="list-style-type: none"> • Full contact details of the company, incl. organisation number, if applicable • The name and position of the signing officer • Purpose, duration, and detailed program of the visit • Who will bear the applicant's travel and living costs 	
<input type="checkbox"/>	RS 2011-032V , completed by the Norwegian host company, if travelling for internal company training in Norway.	

CHECKLIST FOR SCHENGEN BUSINESS VISAS – NORWEGIAN EMBASSY IN CANBERRA

Provided	Documentation	For official use only
<input type="checkbox"/>	Signed Letter of employment with company letter head, confirming: <ul style="list-style-type: none"> • Full contact details of the company, incl. Entity Number • Name and position of the signing officer • Name, position, salary, and years of employment of the applicant • The purpose of visit • Confirmation of position after the return • Approval of absence • Who will bear the applicant’s travel and living costs. 	
<input type="checkbox"/>	If self-employed: Documentation of business and an explanation regarding the purpose of travel	
<input type="checkbox"/>	If student: Confirmation of Enrolment and confirmation of the dates, duration, and purpose of the travel from your educational institution.	
<input type="checkbox"/>	Hotel bookings for every night not covered by the invitation.	
<input type="checkbox"/>	Documentation of sufficient own funds , e.g. bank statement in own name for the last three months (up to current date).	
<input type="checkbox"/>	Travel and medical insurance. See list of accepted travel insurances.	
OPTIONAL ADDITIONAL DOCUMENTATION		
<input type="checkbox"/>	<u>Power of Attorney</u> , if you wish to allow another person to make enquiries or receive information on your behalf. NB! Without a PoA, the Embassy will not respond to enquiries from your employer or reference person. The Embassy strongly recommends that you provide a PoA if you have any issues discussing your case in English or Norwegian.	
<input type="checkbox"/>	Photocopies of previous passports and visas .	

ACKNOWLEDGEMENT:

I know that failure to submit any of the required documents may lead to the application being delayed or refused.

I know that to submit false documents or statements may lead to expulsion from the whole Schengen area.

PLACE AND DATE	FULL NAME OF APPLICANT	SIGNATURE OF APPLICANT