

## CHECKLIST: OFFICIAL TRAVEL

### General information

**Please be informed that all documents are archived electronically for the entire immigration administration. This means that all documents which are listed in the checklist below will be scanned electronically. It is therefore very important that all original documents must be submitted with a perfect copy in A4 format. Please do not staple or glue any documents together as this will delay the scanning process.**

### **DOCUMENTS THAT MUST BE SUBMITTED BY ALL APPLICANTS:**

*Please check the boxes below, sign and date to confirm which documents you have submitted:*

- Cover letter from the Application Portal** (*signed and dated by the applicant/parents if they are minors*), **online application form and the receipt of payment.**
- 2 passport photos** (*not older than three months old, 2 inches in size, white background, with no glasses*).
- Original passport** (*both new and old passport(s) if any*). *Please make sure that your passport is valid for at least three months beyond your intended stay in Norway, and that the passport has at least two blank pages for visa sticker.*
- Copy of applicant's passport** (*Personal information/Data page, previous visas, valid resident/-work permit in Ghana etc.*)
- Booking of roundtrip air ticket.** (*Do not buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to the dates on the booking*).
- Original travel medical insurance, covering all Schengen countries + 1 photocopy** (*covering the entire Schengen area for a minimum amount of € 30,000 for the duration applied for (as per travel plan submitted)*).
- Invitation letter from inviting party in Norway**
- A verbal note issued by the Ministry of Foreign Affairs confirming that the applicant is a member of the official delegation or on an official mission to Norway.**
- Visa application fee – Fees for official travelers are refunded based on some Schengen regulations.** In order to avoid abuse of the Application Portal, all applicants must 'pay' the fee when registering the application. However, when the Embassy receives the above-mentioned documents proving that the applicant is going for an official visit, the fee will be refunded (electronically). Please note that the payment amount is only reserved on your account, not actually transferred to the Embassy. Once you produce the relevant supporting documents proving that you are exempt from paying the visa fee, the Embassy will cancel the fee authorization immediately.

**NOTE: Documentation from the reference person must be in color. Please do not send any documents directly to the Embassy.**

I hereby confirm that I personally have submitted this application for a visa that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable acts by both Ghanaian and Norwegian law and will lead to refusal of visa. I have been informed that the case processing time will increase if the application submitted is incomplete and the immigration authorities have to obtain further documentation. I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Signature: