

Checklist-Business

Application	Cover letter printed out from Application Portal – requires completed online registration in Application Portal.	
	One passport photo (approx. 35x45mm, white background).	
Passport/Travel document and Identification	Valid for minimum three month after the departure from the Schengen region, with at least two blank pages and issued within the previous 10 years.	
	Valid original passport – must have at least two blank pages.	
	Former passports. (Optional)	
	Original residence card.	
	Copies of all used pages of current and former passports, as well as copy of Residence Card.	
Purpose of Travel	Signed invitation from company/organization/etc. including detailed information about planned activities/meeting	
	Other;	
Relation to Japan *You must submit one of more of listed documents.	Valid visa to Japan	
	Certification of employment	
	Certification of enrollment to educational institution	
	Proof of relation to Japanese citizen or other resident of Japan	
	Proof of ownership of property in Japan	
	Proof of established business in Japan	
	Other ;	
Medical travel Insurance	Original and one copy of certificate of medical travel insurance. Must be valid for travel in Europe for the whole period of planned stay, with €30000 minimum coverage. F) Financial means – Must be documented by one or more	
Financial means *You must submit one of more of listed documents.	Original UDI guarantee form stamped and signed by Norwegian police – must not be older than three months.	
	Bank statement or bank book in applicant's name – total amount at least equal to 500NOK per day of visa's validity + copy of front page, page showing name of account holder and page showing current funds	
	Other;	
Application fee	Receipt from application portal – requires completed online registration in Application Portal.	
Multiple entry *Only if you are applying Multiple Visa	Documented to show the frequent travel record to Norway over the last year.	
	Documented need for multiple visits to Norway in the future.	
Minors *Only required for applicant under 18 years of age	Proof of Family relation i.e.. 戸籍謄本 etc. (Legalized Notary or Apostille)	
	Passport of both parents (Legalized Notary or Apostille)	
	If traveling alone	
	Letter of consent to apply for Schengen Visa signed by both parents (Legalized Notary or Apostille)	
	If travelling with one parent	
	Letter of consent to apply for Schengen Visa signed by both parents (Legalized Notary or	

	Apostille)	
	Certification of the one parent's sole custody of child (Legalized Notary or Apostille)	
	Certification for the death or deceased parent. (Legalized Notary or Apostille)	
	Other;	
Other remarks		

PLEASE NOTE: All documents in this list are not necessarily required to have a visa granted, but more supporting documents may strengthen the application and raise the probability of positive decision. Other documents not mentioned in this list may also be requested.

Any missing documents or documents requested when delivering the application should be submitted within two weeks. After two weeks your application will be considered based on the documents that have been submitted.

*An application may be rejected even if all documents on this list are submitted.

<u>Date and City</u>	<u>Deadline for additional documents</u>	<u>VAC Officer (Name)</u>	<u>Applicant's signature</u>
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