



CHECKLIST FOR VISA APPLICATION FOR NORWAY

- Please, submit copies of your documents in this order and *bring the original documents* for control.
- All supporting documents must be translated into English or Norwegian, and be certified by Notary office.
- All documents must be in one-side-A4 paper. Do not use staples or paper clips
- Supporting documents must be submitted together with the application, in person.
- If for any reason you are not able to present a relevant document, please submit a short written statement explaining why.

Please check the box best describing the purpose for your visit:

- Visit family and friends Business Official Tourism Sport/Cultural Other

Please check the boxes below and sign to confirm which documents you have submitted.

DOCUMENTS FOR ALL APPLICANTS	Submitted		
	Yes	No	N/A
1. Fee Receipt and Cover Letter from APN (https://selfservice.udi.no) With one passport photo not older than three months, white back ground, size 3.5x4.5 cm			
2. Valid passport or official travel document and copy of all used pages. The passport must have <u>at least 2 blank pages</u> and be valid for at least 3 months past your departure date.			
3. If you reside in another country than your own: Your valid residence permit *			
4. Proof of accommodation during your entire visit (Hotel reservation / private arrangement)			
5. Copy of personal identification documentation (ID, birth certificate)			
6. Documents confirming your civil status (e.g. single, married, divorced, widow(er))			
7. Proof of financial situation and that you have means to support yourself during your visit. Original bank statements (company or individual) on the turnover during the last three months. In addition:			
<i>If you are employed:</i>			
i. Your last three payslips			
ii. Your employment contract or recent employer statement.			
iii. Approval for holidays			
<i>If you are a company owner or self-employed:</i>			
Certificate of registration of the company*			
i. Statement of taxes payment			
<i>If you are retired:</i>			
i. Pension statements			
<i>Other means:</i>			
i. Remittances, bank savings account			
ii. Credit card(s)			
iii. Regular income generated by property (contract of renting land/house, certificate of land use right etc.)			
8. If you are a <u>minor (under 18 years old)</u>:			
i. If you travel with one parent only: written consent from your other parent/guardian, and copy of his or her ID. Alternatively: documentation that one parent has custody alone.			
ii. If you travel alone: written consent of both parents or guardians having the care and custody of the applicant, copies of IDs for both parents/guardians, parents' marriage certificate			
9. Confirmed booking of roundtrip air ticket, with fixed travel dates of maximum 90 days. Do not buy the ticket until visa has been granted. <i>Note: The visa will be issued according to the dates on the booking.</i>			
10. Travel medical insurance covering the entire period of intended stay.			
11. Optional for applicants who want the reference, or other person, to represent in the case: Power of Attorney which can be downloaded from the embassy's website.			

* Residence permit must be valid past your return date from Norway/Schengen
See next page for additional documents required for the different categories of visitors

ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:

VISIT FAMILY OR FRIEND	
1. Invitation, signed, from family member/ friend stating the purpose of the visit _____	<input type="checkbox"/>
2. Copy of relevant pages of family member's passport (showing personal information, Norwegian work or residence permit) _____	<input type="checkbox"/>
3. Documentation to prove family relationship with reference in Norway (i.e. birth-, marriage, divorce certificates, photos etc.) _____	<input type="checkbox"/>
4. Sponsor's pay slips the last 3 months _____	<input type="checkbox"/>
5. Original guarantee form for visits stamped by Norwegian authorities + 1 copy _____	<input type="checkbox"/>

BUSINESS TRIP:	
1. Invitation, naming the applicant, from a firm or an authority in Norway to attend meetings, training, conferences or events. Must show the sponsor's VAT number _____	<input type="checkbox"/>
2. Introduction letter from applicant's employer in home country. _____	<input type="checkbox"/>
3. Documentation of an established business relationship _____	<input type="checkbox"/>
4. Entry tickets for fair / congress / conference, if applicable _____	<input type="checkbox"/>

OFFICIAL, GOVERNMENT DELEGATION	
Note from the Consular Department of the Ministry of Foreign Affairs (compulsory only for Official- or Diplomatic passport holder) _____	<input type="checkbox"/>

OTHER	
1. Supporting letter explaining the purpose of your visit – if not clear from other documents _	<input type="checkbox"/>

SPORT TRIALS / FOOTBALL	
1. Letter of introduction from the national sports association in your home country _____	<input type="checkbox"/>
2. Letter of introduction from your club _____	<input type="checkbox"/>
3. Invitation letter from tournament/event organizer/club in Norway _____	<input type="checkbox"/>

TOURISM	
1. Trip schedule / Detailed itinerary (sum up the duration, locations and transportation if travelling to different countries in Schengen area _____	<input type="checkbox"/>

- I am aware that I can also submit additional documents, not listed above, if I think they are relevant for, or will assist with, the Embassy's consideration.
- I am aware that I can submit a letter to explain my relationship with the sponsor in Norway (family, business or cultural) if this is not clear from my other documents, or I do not have the relevant document.
- I am aware that I will not be granted a visa with multiple entries if I have not documented a need for more than one entry.
- By my signature I certify that I have submitted all the documents checked in the list above, and that I have been informed that it is my responsibility to submit any missing documents within one week, by email or registered mail. *VFS Global will not forward missing documents to the Embassy.*

City/Place Date

Signature (Applicant)

I confirm that I have gone through the checklist with the applicant.

City/Place Date

Signature (VFS Global)