



## BUSINESS VISA DOCUMENT CHECKLIST

You must submit all the necessary documents with the application, otherwise the application may be rejected. The documents must be provided in:

- All documents must be translated into English or Norwegian
- A4 format copy of each of the documents and with no staples and pins.

Please print out the document, and tick off and sign below to confirm which documents you have submitted. Attach the Document Checklist to your application and **deliver the application in following order**:

1.	<b>Original current passport</b> and all previous passports. Passport must be valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages.	
2.	Applicant's passport photo ( <i>white background</i> ) not older than six months ( <i>35-40MM</i> ).	
3.	Signed cover letter from the online Application Portal Norway received by e-mail. It can also be retrieved online from the Application Portal.	
4.	Invitation letter from the Norwegian company or organization, stating the applicant's identity, the purpose of the journey, the period and place of intended stay. Invitation letter should include information regarding what activities will be performed, who will the applicant meet while in Norway, and who will bear the travel and living costs.	
5.	Letter from the Indian company or organization stating the applicant's identity, the company's contact details (contact person, e-mail, telephone). Letter should include information regarding position of the applicant, purpose of the journey, what activities will be performed, who the applicant will meet in Norway, and a guarantee of return.	
6.	Memorandum of Associations of the Indian company and one photocopy of the first three pages.	
7.	"Proof of sponsorship and/or of private accommodation" form in case the sponsor (company/organization) is covering expenses and/or accommodation in connection with your travel and stay in Norway <a href="#">Sponsor for visitors - UDI</a> .  Documentation of own funds for the stay if inviting party is not guaranteeing for the travel expenses.	
8.	Valid travel/health insurance for the entire journey in the Schengen Area. More details can be found at <a href="#">UDI's webpages</a> .	
9.	Confirmed booking (travel itinerary) of roundtrip air ticket, with fixed travel dates of maximum 90 days and correct number of entries, see the <a href="#">regulations of entries</a> .  Do not buy the ticket until visa has been granted. <b>Note:</b> The visa will be issued according to the dates on the flight bookings.	
10.	Copies of <b>the biodata page and all used pages</b> in your passport.	
11.	Letter granting Power of Attorney. ( <i>Optional for applicants who want another person to represent them in the case.</i> <a href="#">Separate form for Power of Attorney can be found here.</a> )	

**The Embassy may contact the applicant to request additional documents.**

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 providing incorrect information or falsified documents deliberately are punishable acts by Norwegian law.

Date:

Place:

Signature: