



Visa applicants – These documents are required when applying for a visa

Name:	
Date of birth:	
Citizenship:	

When meeting in person at the visa office at the time of your appointment, you must **deliver copies** of the documents in this list. You must also **show the originals** to the staff at the counter.

In some cases a **translation** may be required, please inquire with the visa office in advance.

Documents required from all applicants

- Passport – valid at least three months after the intended departure date from Schengen
- Signed receipt from Application Online or filled in and signed application form
- One passport photo
- Receipt that the fee has been paid
- This check list, signed
- At the time of submission of the application a photograph and 10 fingerprints will be taken

Additional documents required from applicants under 18

If you are travelling alone:

- An original letter of consent signed by both parents (copy of Parents ID + attachment with Children names list)

If you are travelling with only one of your parents:

- An original letter of consent from the other parent

If the parent you are travelling with has single custody:

- A shown original and a copy of certificate of single custody

DOCUMENTATION ALLOWING FOR THE ASSESSMENT OF THE APPLICANT'S INTENTION TO LEAVE THE TERRITORY OF THE MEMBER STATES

- reservation of or return or round ticket; DO NOT PAY for any ticket before a visa has been granted
- proof of financial means in the country of residence; Financial means may be proved by recent bank statements showing movement of means over a certain period (minimum the last three months)
- proof of employment: Employment may be proved by a work contract; certificate of employment; or information on professional status, bank statements, proof of social security contribution
- proof of real estate property; Real estate property may be proved by title-deed.
- proof of integration into the country of residence: family ties; professional status. Family ties may be proved by a marriage certificate or any document regarding parents and/or children and their place of residence.

PROOF OF MEANS OF SUBSISTENCE

The applicant shall present proof that he possesses sufficient means of subsistence both for the duration of the intended stay and for the return to his country of origin or residence, or for the transit to a third country into which he is certain to be admitted, or that he is in a position to acquire such means lawfully.

- The proof may be constituted by any of the following:
- recent bank account statements showing movements over a certain period (at least the last 3 months)
- credit card(s) and a credit card account statement
- cash in convertible currency
- traveller's cheques
- salary slips
- certificate of employment
- registered proof of sponsorship and/or private accommodation

TRAVEL MEDICAL INSURANCE

When applying for a uniform visa for one or two entries, the applicant shall present such proof to cover the intended visit(s) upon submission of the application. In case a multiple entry visa is applied for, the applicant shall present proof of travel medical insurance covering the first intended stay. In such cases the applicant must sign the statement in the relevant field of the application form indicating that he is aware that he must hold adequate travel medical insurance for future visits as well.

The insurance should be taken out in the applicant's country of residence, but if that is not possible, insurance can be taken out elsewhere. Third parties, e.g. an inviting person, may take out insurance on behalf of the applicant.

List of supporting documents depending on the purpose

For *business* trips:

- an invitation from a firm or an authority to attend meetings, conferences or events connected with trade, industry or work;
- other documents which show the existence of trade relations or relations for work purposes, for example contracts, lists of orders;
- entry tickets for fairs and congresses, if appropriate;
- documents proving the business activities of the company, for example annual reports, extract of commerce register etc.
- documents proving the applicant's employment status in the company, for example work contract etc.

For *specific* categories:

Lorry drivers:

- A written request from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose, duration and frequency of the trips
- Written request from the partner company based in the Member State
- Driver's licence for international transport

Seafarers:

- Seaman's book
- Covering letter from recruiting company stating the name and the rank of the seafarer
- Vessel's name, vessel's arrival date in port and the date of the seafarer's joining of the vessel

For journeys undertaken for the purposes of *study* or other types of training:

- a certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training;
- student cards or certificates of the courses to be attended; A student card can only be accepted as supporting document if it is issued by the host university, academy, institute, college or school where the studies or educational training is going to take place.

For journeys undertaken for the purposes of *tourism* or for *private* reasons:

- proof of ties with the host/inviting person;

documents relating to accommodation:

- an invitation from the host if staying with one, with a guarantee form stamped by the police in Norway;
- a document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged, for example a document proving the existence of a rental agreement or booking;

documents relating to the itinerary:

- confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans; Documents regarding the itinerary should be completed with documents regarding the means of transport: reservation of return or round ticket (if travelling by a public mean of transport); or, drivers licence, car insurance (if travelling by private car);
- in the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey;

For journeys undertaken for political, scientific, cultural, sports or religious events or other reasons:**"active" participants (e.g. lecturers, athletes, performers)**

- invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation and the length of stay or any other appropriate document indicating the purpose of the journey; The supporting document shall mention the duration of the event.

In the case of an invitation by a non-profit organisation to an event:

- Representatives of non-profit organisations should present an official document stating that the organisation is registered as such and that the applicant represents it.

"passive" participants (e.g. audience, supporters)

- entry tickets

In the case of an invitation by a non-profit organisation to an event:

- Participants in events organised by non-profit organisation should present an official document stating that the organisation is registered as such.

For journeys of members of official delegations who, following an official invitation addressed to the government of the third country concerned, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in the territory of a Member State by intergovernmental organisations:

a letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a Member State to participate in the abovementioned events, accompanied by a copy of the official invitation;

For holders of diplomatic, service/official or special passports:

such passports are specifically issued to be used for journeys with an official duty purpose. Therefore, it should be the issuing authority (or the competent administration) which applies for the visa. Additionally a note verbale from the Ministry of foreign affairs of the issuing authorities must be presented (or, if the application is submitted in a country other than the applicant's country of origin, from the third country's diplomatic mission). This includes events held by an EU institution.

Date/place:

Signature: