

NORWAY DOCUMENT CHECKLIST FOR A TOURIST VISA

- Please, submit documents in this order and bring original documents for checking
- All supporting documents must be translated into English (and certified by Notary office) or into Norwegian.
- All documents must be in one-side-A4 paper. Do not use staples
- Supporting documents must be submitted together with the application, in person.
- Supporting documents sent to the Embassy without reference to a registered application will not be considered.
- If for any reason you are not able to present a relevant document, please submit a short written statement explaining why

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

DOCUMENTS FROM THE APPLICANT

1. Fee Receipt and Cover Letter from APN w/ with one passport photo not older than three months, white back ground, size 3.5x4.5 cm
2. Passport or official travel document and copy of all used pages issued within the last 10 years with a validity that exceeds the end of your intended stay by at least three months. The passport must have at least 2 blank pages to affix the visa. Previous passport may also be requested.
3. Residence permits for applicants living abroad
4. Questionnaires (Attachment 01)
5. Supplementary form for family relationship (Attachment 02)
6. Copy of personal documentation (ID, birth certificate)
7. Documents confirming civil status (e.g. single, married, divorced, widow)
8. Proof of financial means. Original bank account statements (company or individual) on the turnover during the last three months. In additions:

If the applicant is employed:

- The last three payslips
- Labour contract or recent employer statement.
- Approval for holidays

If the applicant is a company owner or self-employed:

- Certificate of registration of the company
- Statement of taxes payment

If the applicant is retired:

- Pension statements

Other means:

- Remittances, Bank saving account
- Credit cards
- Regular incomes generated by property (contract of renting land/house etc.)

9. Trip contract signed by applicant and travel agency (if applicable)

10. If the applicant is a minor (under 18 years old):

If the minor travels with one parent only, written consent of the other parent or guardian, ID copy of the other parent or guardian, except in cases of parents having the care and custody alone.

If the minor travels alone, written consent of both parents or guardians having the care and custody of the applicant, ID copies of both parents or guardians, parents' marriage certificate.

11. Confirmed booking of roundtrip air ticket, with fixed travel dates of maximum 90 days.

(Do not buy the ticket until visa has been granted.

Note: If the application is approved, the visa will be issued according to the dates on the booking).

Official documents must be recent (maximum 3 months old) and legalised by the competent local authority and must be translated (+ translation legalised) in an official language of the

embassy or consulate of application or in a third language accepted by the embassy or consulate.

12. Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (minimum coverage 30.000 EUR)

13. Optional for applicants who want the reference, or other person, to represent in the case: Letter of trust/proxy (Separate form is obtainable at the Embassy)/Power of Attorney

ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:

TRAVEL BY YOURSELF

14. Trip schedule / Detailed itinerary (sum up the duration, locations and transportation if travelling to different countries in Schengen area)

15. Evidence of accommodation (e.g. hotel reservation) for the whole trip in the Schengen area (including the names of hotels and their telephone, fax numbers as well as duration of stay in different hotels).

Travel WITH AGENCY (only one copy needed for a group submitted together)

16. Business registration Certificate

17. International Travel License

18. List of tourists: (printed and electronic version) provided detail information: name of applicant, sex, nationality, date of birth, passport number, date of issue, date of expiry, relationship with other applicants in the trip (if available), travel history, apply date.

19. Detail itinerary of the trip (sum up the duration, locations and transportation if travelling to different countries in Schengen area)

20. Booking of all transportation used during the trip (bus, train, ferry, etc.)

21. Evidence of accommodation (hotel reservation) for the whole trip in the Schengen area (including the names of hotels and their telephone, fax numbers as well as duration of stay in different hotels)

22. **Tour leader's passport with previous Schengen visa**

23. Information about the tour leader from the travel agency (employment status, expense coverage)

By signing this checklist, I confirm that I understand that any missing document may lead to an extended processing time of the application or a refusal.

The case handler receiving my application has pointed out to me the documents that should have been submitted.

Place and date:

Signature:

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