



NORWEGIAN EMBASSY

Pretoria

DOCUMENT CHECKLIST

BUSINESS/STUDY/ORGANISED CULTURAL/SPORTS EVENTS

- Cover Letter** - will be electronically sent via applicants email upon successful online application – must be printed out and signed.
- One (1) colour passport sized photo with white background**- and not older than 3 months. Edited photos are not accepted.
Paste your photo (do not staple) on the Cover Letter.
- Photocopy of Original Passport** – personal page and all used pages (with previous visas, permit and stamps) **Original passport** must be submitted along with the application.
Passport should be valid for at least 3 months after departure from Schengen Area.
Valid passport must have at least 2 unused pages (if approved, the visa will be affixed on said page/s).
- Non-South African applicants residing in SA:**
Valid South African temporary/permanent residence permit – original sticker in new or old passport, or a certified copy of permanent residence permit document. The permit must be valid for at least 3 months after the planned return from the Schengen area
RSA ID Book (if permanent residence)- certified true copy
Refugees – certified true copy of valid refugee status letter
- Application Fee** – Paid online through the Application Portal.
- Original Certificate of Employment/Enrolment Letter** - stating position, length of service, salary, purpose/duration of the business trip/study trip.
- Original Letter of Invitation from the host company in Norway** - must be written on the company's letterhead and signed by the authorized representative in Norway.
- Original Proof of sufficient funds** – stamped bank statements of the last three months – (minimum amount per day is NOK 500)
- OR:** A letter from the applicant's employer/ company/university stating that all costs (incl. accommodation, travel etc.) are covered by them.
- Photocopy of Roundtrip Airline Ticket Reservation** with dates and flight numbers specifying entry and exit from Schengen state and specifying entry and exit from Norway. The ticket should be bought only after the visa has been granted. Mode of transport in/around Schengen states (boat, train, car, bus) or written itinerary is required.
Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation.
- Photocopy of Travel Medical Insurance** - a one-page document in the applicants name stating that the applicant is covered by a Schengen Travel Medical Insurance, i.e. minimum medical coverage of the Rand equivalent of Euro 30.000 for all medical expenses, including repatriation dead or alive, occurring in any Schengen country. The document must include the duration of which the insurance is valid for and the policy number.

ADDITIONAL REQUIREMENTS FOR MINORS (under the age of 18)

- Original unabridged birth certificate for the child**
- Passport of both parents**
- Certified parental consent by both parents** – if the child is travelling alone
- Notarized/certified consent** – if the child travels with only one parent, the other parent must submit
- The relevant court decision** – if only one parent has guardianship of the minor
- If the other parent is dead:** Death Certificate must be submitted

NOTE: Documentation from the reference person must be sent by **regular or express mail** directly to the applicant and **not** by fax or as a scanned attachment to e-mail. Please do not send any documents directly to the Embassy.

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 both South African and Norwegian law and will lead to refusal of visa. I have been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Applicant's signature:

VFS's signature: