



Royal Norwegian Embassy, New Delhi

BUSINESS VISA DOCUMENT CHECKLIST

Prepare all the necessary documents before you deliver the application to the Embassy, otherwise the application may be rejected.

All documents have to be translated into English or Norwegian.

All documentation must be in A4 paper and with no staples and pins.

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

1.	Passport, valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages.	<input type="checkbox"/>
2.	Passport photo (<i>white background</i>) not older than six months (35-40MM).	<input type="checkbox"/>
3.	Cover letter, from the Online Application Portal	<input type="checkbox"/>
4.	Questionnaire for C-visa	<input type="checkbox"/>
5.	Invitation letter from the Norwegian organization on official company letter, stating the purpose, duration and itinerary for the whole stay in Schengen area. Invitation letter should include information regarding who will bear the travel and living costs.	<input type="checkbox"/>
6.	Official introduction letter from the Indian company or organization, including the address, telephone no, fax no, <u>position of the applicant, purpose of the trip, and guarantee of return.</u>	<input type="checkbox"/>
7.	Memorandum of Associations/ Balance sheet of the Indian company in the original and one photocopy.	<input type="checkbox"/>
8.	Documentation of own funds for the stay if inviting party is not guaranteeing for the travel expenses	<input type="checkbox"/>
9.	Copy of your passport (all relevant and used pages), and previous passport if relevant.	<input type="checkbox"/>
10.	Confirmed booking (<i>travel itinerary</i>) of roundtrip air ticket. (<i>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.</i>)	<input type="checkbox"/>
11.	A medical travel insurance is required with a minimum coverage of €30.000 which should be valid for 15 days after the return from the Schengen area.	<input type="checkbox"/>

The Embassy may contact the applicant to request additional documents.

I hereby confirm 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: _____