ROYAL NORWEGIAN EMBASSY

DOCUMENT CHECKLIST SCHENGEN VISA TO NORWAY

List of supporting documents to be submitted by applicants in South Africa

Submit all required documents when you meet at VFS, otherwise the application may be rejected. Print out this list, tick off the boxes and sign.

I. GENERAL REQUIREMENTS

☐	**Original passport** valid for three months after the intended travel and containing at least two blank pages. **Copies of the bio data page** and used pages – (with previous visas, permits, and stamps).
☐	One **photo** not older than six months, not edited (requirements)
☐	A signed print out of the **harmonised application form** from the UDI online application portal
☐	**Travel medical insurance** valid for the entire trip and the entire Schengen area, with coverage of at least EUR 30,000
☐	**Round trip reservation** and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State. Applicants are advised NOT to purchase ticket until visa has been granted.
☐	**Non-South African applicants residing in SA/Non-Malawi applicants residing in Malawi: Valid South African/Malawi temporary/permanent residence permit** South African residence permit, or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States ▪ If the applicant does not intend to return to South Africa but travel either to his country of origin or another third county, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement. **Original sticker** in new or old passport **RSA ID Book** (if permanent residence)- true copy **Refugees** -true copy of valid refugee status letter
☐	**Application Fee –** Paid online through the Application Portal.
☐	**Minors (below 18 years of age)** ▪ Minor's birth certificate ▪ Certified copies of ID/Passport of both parents ▪ Certified parental consent by both parents – if the minor is travelling alone. ▪ Certified consent – if the minor travels with only one parent, the other parent must provide it. ▪ The relevant court decision – if only one parent has guardianship of the minor. ▪ If the other parent is dead, Death Certificate must be submitted.

II. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE TRIP

Tourism

☐ **Reservation for a hotel**, other proof of accommodation for the duration of the entire stay or confirmation of booking of cruise or organised tour – in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator must be provided.

- If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter.

☐ **Proof of sufficient funds** – stamped bank statements of the last three months – required minimum amount per day is NOK 500.

☐ If currently employed, stating position, length of service, salary (monthly or annual salary), and duration of approved leave of absence. And the last three pay slips.

☐ If currently a student - a signed letter from the school/college/university confirming attendance, and duration of study/degree.

Business

☐ Letter of Invitation from the host company in Norway/Schengen area - must be written on the company's letterhead and signed by the authorized representative in Norway/Schengen.

- The invitation letter must clearly identify the host and the invitee. See Invitation for a visitor visa - UDI
- If the business/organisation also wish to provide a financial guarantee, they must complete the electronic sponsorship form. (For traveling to other Schengen countries from Malawi, use country specific sponsorship forms). The applicant must submit a copy of the sponsorship form, alongside their other documents.
- A letter from the applicant's employer/ company/university stating that all costs (incl. accommodation, travel etc.) are covered by them
- If self-employed: a certification from the Companies and Intellectual Property Commission or SA Revenue Service is required; Confirmation from Malawi Business Registration Services (MBRS).
- If student: Letter from school/college/university in South Africa certifying the student status of the applicant.

☐ Trade fair entry tickets and an invitation stating purpose and duration of the trade fair, if relevant.

Visiting family or friends

☐ Invitation letter- signed letter of invitation from your relative or friend and must contain: see Invitation for a visitor visa - UDI

- information about why you have been invited, for example to a wedding or a christening
- proposed dates for the visits and, if relevant, the dates of the family gathering
- information about the person inviting you, for example about his/her work and home
- information about the relationship between you and the person inviting you, for example whether you are related.

☐ Proof of sponsorship and/or private accommodation, if the inviting person is financing your stay: electronic sponsorship form. The applicant must submit a copy of the sponsorship form, alongside their other documents. (For traveling to other Schengen countries from Malawi, use country specific sponsorship forms).

☐ **Proof of relationship:**
a) **If visiting from parent/children**: copy of birth certificate
b) **If visit by husband/wife**: copy of marriage certificate
c**) If visiting boyfriend/girlfriend or friend**: a written letter from the host person in Norway/Schengen with information your relationship.

☐ Photocopy of the passport of the person inviting (sponsor). And if not a Nordic Citizen, submit a copy of the residence permit

OPTIONAL:

☐ If you want another person to represent you during the application process, you can give the person a Power of Attorney

☐ If you are applying for a long-term visa with multiple entries, we recommend that you submit your previous visas with entry/exit stamps.

Applicant's remarks (if any) and signature:

VFS' remarks:

VFS center: Date: Signature:

*The Embassy might require additional documents upon request.