

## CHECKLIST SHORT STAY VISA (MAXIMUM 90 DAYS)

### SCHENGEN VISA TO NORWAY OR ICELAND

This Checklist (2 pages) shall be filled out, printed and enclosed with supporting documents

<b>Name:</b>	
<b>Age:</b>	
<b>Profession/Education:</b>	
<b>Place of work or study:</b>	
<b>Purpose of visit:</b>	

**The following documentation must be submitted with the visa application by all applicants: (additional documentation may be required)**

Please tick off (✓) to confirm which documents you have submitted:

- 1. Cover letter** you received as confirmation on your e-mail<sup>1</sup> (PDF attachment) after you registered your application and booked time for submitting documents at [Application Portal](#)
- 2. Passport photo** not older than three months
- 3. Passport(s)**
  - Current, preferred international / foreign passport(s)** valid for three months exceeding the date of return to Ukraine / Belarus/Moldavia. Make sure that there is at least **one free page** marked "BIZH / VISAS".
- Copy is needed if you want your passport returned while you case is being processed at the Embassy**
  - Any additional or previous passports** - Copies of used pages
  - Domestic passport** – Copies of used pages
- 4. Documents confirming employment, private business** (see point Business, page 2), **school or studies** and **permission** for leave the period of the requested visa.
- 5. Documents proving sustainable economic means or income of the applicant.** This may be documented by one or more of the following documents:
  - Bank certificate
  - Or** Statement from employer with income received within the last 6 months
  - Or** Bank statement
  - Or** Statement of (card) account for the last 3 months
- 6. Travel medical insurance (TMI) + Copy of 1<sup>st</sup> page.** Information about TMI, terms and conditions can be found on the [Embassy's web site](#).
- If you are under 18 years of age, please submit:**
  - Birth certificate** + Copy
  - An original and a copy of **the letter of consent** signed by both parents, confirmed by a Notary Public authorising travel to Norway
  - Or** Decision of the Court about depriving of the parental rights of one of the parents + Copy
  - Or** Death certificate of one of the parents + Copy
  - Or** Statement, confirming that information about father was registered upon mother's instruction according to article 135 of the Family Code of Ukraine + Copy
- If you want to be represented in the case** by a friend, lawyer, etc.: **A letter of trust/proxy must be submitted Separate form** This form cannot substitute personal appearance of the applicant when applying.
- Any other document(s) the applicant deems necessary for the application/case. Please specify:**

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<sup>1</sup> In your inbox this confirmation e-mail can sometimes appear with the title: "application received".

Please answer the relevant questions below. If you need more space, use a separate paper.

If you are not working, state how you support yourself:
Have you visited Norway or any other Schengen countries before? State where and when for your three recent Schengen visas:
<u>Applicable for private visits and tourist:</u> If you are working or studying; how long can you be away? Please present documentation :
<u>Applicable for private visits and tourist:</u> What is the estimated cost of the trip? How do you finance your visit? Please present documentation :

Tick off (✓) to indicate the purpose of travelling to Norway and what kind of documents you have provided

<input type="checkbox"/> <b>I. Visit friend / boyfriend / girlfriend</b> <input type="checkbox"/> Written <b>Invitation</b> from friend <input type="checkbox"/> Original “ <b>Guarantee form for visits</b> ” stamped by Norwegian authorities + Copy <input type="checkbox"/> Copy of relevant pages of friend's passport, pages with entry/exit stamps to Ukraine	<input type="checkbox"/> <b>II. Tourist</b> <input type="checkbox"/> Detailed(day by day) travel itinerary in English on a separate A4 paper including the costs and travel companions <input type="checkbox"/> Confirmation of accommodation	<input type="checkbox"/> <b>III. Visit family member</b> <input type="checkbox"/> Written <b>Invitation</b> from family member <input type="checkbox"/> Original “ <b>Guarantee form for visits</b> ” stamped by Norwegian authorities+ Copy <input type="checkbox"/> Documentation of family relationship(not necessary when the applicant has documented this after 2007 and is now applying with the same referee/inviting party) <input type="checkbox"/> Copy of relevant pages of family member’s passport proving legal residence in Norway
<input type="checkbox"/> <b>IV. Business</b> <input type="checkbox"/> Invitation in English (in original, pdf or fax copy) from Norwegian company showing the company’s organization number with the Brønnøysund Register Centre and stating the purpose and length of the visit <input type="checkbox"/> Letter in English from the Ukrainian company about the purpose of the trip and the nature of the connection with the Norwegian part <input type="checkbox"/> <b>For private entrepreneurs:</b> 1) Business registration +Copy 2) Bank statement 3) Companies turnover for the last tax year <input type="checkbox"/> <b>For Truck Drivers:</b> 1). The company’s licence for international truck driving+ Copy 2)Copy of driving licence	<input type="checkbox"/> <b>V.Culture/Sports</b> <input type="checkbox"/> 1. Invitation in original, pdf or by fax. The invitation should have the following information: list of participants, hosting party’s contact information, information about the purpose and duration of the event. The host must declare expenses. <input type="checkbox"/> 2. A letter in English from the Ukrainian side (organisation/ club/ federation) with the following information: a) List of participants (Full name, DOB, type of activity during the trip) b) Purpose and period of the trip. c) Expenses born by the Ukrainian side. <input type="checkbox"/> 3. The applicants without travel history must submit documents confirming their qualification. <input type="checkbox"/> 4. Accompanying personnel (doctors, massage therapists, coaches, assistants, sponsors) must submit documents testifying their professional activity (labour record, education certificate) or sponsor activity.	

\* **Certified original** of Icelandic referee/inviting part in case of visiting Iceland. You shouldn’t submit the guarantee form in this case.

**DO NOT BUY TICKETS BEFORE A DECISION IS MADE**

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