

**Royal Norwegian Embassy – Abu Dhabi**  
Checklist Saudi Arabia - Schengen Visa (C-visa) to Norway

List of required documents (all cases)		Yes	No
1	<b>Cover letter and application form</b> from Application Portal Norway – <a href="https://selfservice.udi.no">https://selfservice.udi.no</a>		
2	<b>Application form and receipt</b> from Application Portal Norway		
3	One recent passport-sized <b>photograph</b> with a white background glued to the Cover letter		
4	<b>Passport</b> valid for at least 3 months after the intended stay in Schengen. The passport shall contain at least two blank pages and have been issued within the previous 10 years. <b>1 colour copy of passport</b> – main page of current passport.  <b>If the passport does not state the place of birth, a copy of ID card or a birth certificate must be submitted.</b>		
5	<b>Travel medical insurance:</b> Proof of travel medical insurance covering the period of intended stay, valid for all Schengen States. Minimum coverage must be 30.000 Euros.		
6	<b>Flight ticket reservation:</b> Copy of flight ticket or flight reservation including return flight. You are advised not to buy the ticket until the visa is granted.		
7	<b>Financial means:</b> Proof of sufficient financial means during intended stay. Bank statements and certificate in English showing movements in the applicant's account for the last three months, signed and stamped by the bank, and/or salary slips, and/or copy of credit card valid throughout the intended stay, or sponsor letter from a person you depend on (and live with), with his/her bank documentation and/or proof of other assets (ex. property).		
8	<b>If employed:</b> Letter from employer stamped by Chamber of Commerce/ proof of employment stating position and salary. <b>If self-employed:</b> translated trade license. <b>For students:</b> proof of enrolment in school/ university.		
<b>Additional Document Requirements for Non-Saudi Nationals</b>			
1	1 copy of valid residence permit in Saudi Arabia (iqama) (no translation needed).		
2	1 copy of Saudi Arabian re-entry visa valid beyond the intended date of departure from the territory of the Schengen States.		
3	Bank statements for the past six months, or original pay slips from employer for the last six months, or other verifiable evidence of sufficient means of subsistence during intended stay.		
4	Original letter from sponsor in Saudi Arabia, stating employment status, position, length of contract and salary, stamped by the Chamber of Commerce. Self-sponsored: valid original trade license and 1 copy thereof with translation.		
<b>Business / Conference / Official / Sports / Cultural visit</b>			
1	Original invitation letter from a company/organization (stamped and signed) showing the address and contacts of the company, the purpose and duration of stay, name and position of the signatory, and person or entity who will bear the cost of the visit. Documentation of existing trade relations or relations for work purposes. If the applicant needs to travel regularly, that should be mentioned. If relevant, confirmed registration for trade fairs or congresses.		
2	Original support letter from the sending company/organization in Saudi Arabia		
3	Hotel booking / proof of accommodation		
4	Questionnaire A from Embassy / VFS website		
<b>Visit Family or Friends</b>			
1	Invitation letter, signed by the reference person in Norway (the one inviting).		
2	1 copy of reference's passport (main page) and Residence card in Norway (if applicable).		
3	Copy of guarantee form stamped and signed by the Police in Norway + 1 copy. If covering the cost of the visit yourself, you need to document to have NOK 500 per day/person e.g. in the form bank statement or a wage specification/salary slip for the past six months.		
4	Documentation of family relations with the reference (if applicable – no translation needed).		
<b>Tourism</b>			
1	Hotel booking / proof of accommodation		
2	Detailed travel plan for the whole period of stay in the Schengen-area		
<b>Other documents – for minors when not travelling with both parents</b>			
1	Consent from parent(s) and copy of parent(s) passport(s) written in or translated to English		

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 have been informed that the fee is non-refundable and that a complete set of documentation does not guarantee the visa. I have been informed that missing or incomplete documents may result in the rejection of my visa application. The Norwegian Embassy has the right to ask for additional documents and interview the applicant.

Date: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

VFS officer's signature: \_\_\_\_\_

VFS officer's remarks:

Application Procedures	
1	Learn about the conditions of being granted a visa at: <a href="http://www.udi.no/en/want-to-apply/visit-and-holiday/">http://www.udi.no/en/want-to-apply/visit-and-holiday/</a>
2	Register the application at the Royal Norwegian Embassy in Riyadh at Application Portal Norway – <a href="https://selfservice.udi.no">https://selfservice.udi.no</a> , pay the fee and print out the Cover letter, application form and receipt. Gather the rest of the documents in the checklist.
3	Book an appointment at the VFS Global office at: <a href="http://www.vfsglobal.com/Norway/SaudiArabia">www.vfsglobal.com/Norway/SaudiArabia</a>
4	<p><b>Meet at one of VFS Global's offices:</b></p> <p><b>Riyadh:</b> Joint Visa Application Centre (JVAC), Makkah Al Mukarramah Road, Al Hada, 8380 Riyadh</p> <p><b>Jeddah:</b> TasHeel Commercial Center, Ground Floor, Suwaid Bin Sakher street, Off Jundub Bin Kaab street (Off Prince Sultan street), Al Mohammadiya District 1, Jeddah</p> <p><b>Al Khobar:</b> Unified Visa Application Center, 1<sup>st</sup> Floor, Al Katheery Centre, King Faisal Road, Opposite SABB, Raka, Al Janoubia, Al Khobar</p> <p>Contact: <a href="mailto:info.norwayksa@vfshelpline.com">info.norwayksa@vfshelpline.com</a></p>
5	Approximately two weeks later, track your application at the VFS web page or inquire on email or telephone to VFS about the status of your application.
6	Collect your passport with a visa or a decision letter at the VFS office Sunday to Thursday between 15.00 and 17.00.
7	For information about how to appeal a decision, please visit the web page of the Embassy: <a href="https://www.norway.no/en/united-arab-emirates/">https://www.norway.no/en/united-arab-emirates/</a>

Notes to the Checklist
<ul style="list-style-type: none"> <li>• Please submit the documents in the order of the checklist. All documents must be A4 with no staples, stickers or torn pages. Documents smaller than A4 must be glued to an A4-page.</li> <li>• Documents in Arabic or other languages must be translated into English unless otherwise mentioned in the checklist.</li> <li>• When persons below 18 years apply for a visa, both their parents must sign the Cover letter.</li> <li>• For children registered in a parent's passport, a separate application form has to be submitted for each child</li> <li>• <b><u>Make sure you bring both originals and copies of your documents to the appointment with VFS.</u></b> Most documents made for the application must be submitted in original, i.e. bank documents, the financial guarantee from Norway, work documentation, support letter from sending company/organization. The Embassy will not return these documents. When you meet at the appointment to submit your application, the VFS will return the other originals after they have verified the accuracy of the copy.</li> <li>• <b><u>If the application is granted, the visa will be issued according to your travel reservation.</u></b></li> <li>• <b>FOR TOURISM ONLY:</b> If application for tourist visa is granted, the applicant will be asked to present paid ticket upon the issuing of the visa.</li> <li>• For additional information about the different documents, please visit the web page of VFS or the Embassy.</li> </ul>

