

## CHECKLIST FOR SCHENGEN VISAS FOR TOURISM OR VISITING FRIENDS

### IMPORTANT REMINDERS BEFORE YOU LODGE YOUR APPLICATION

- The application must be lodged in person no earlier than three months before entry to the Schengen area.
- Applicants under the age of 18 must be accompanied by at least one parent.
- Submitting the application does not guarantee the issuance of a visa in time for your travel.
- The Embassy may request a personal interview or further documentation before a decision is made.
- You, the applicant, must ensure all required documents are provided.
- Additional documents may be submitted to strengthen the application.
- Check the boxes to confirm which documents you are submitting.
- All documents must be provided in Norwegian or English language.
- Photocopies must in A4 size, clear and readable.
- Remove all staples, wires and paper clips from your documents.
- All applications are assessed based on the provided itinerary and supporting documents.

### REQUIRED DOCUMENTS

- ☐ **Cover letter** from the Application Portal, signed by the applicant.
- ☐ **One passport sized photo** with white background, no older than six months.
- ☐ **Original passport/travel document.** The passport must be valid for entry to all Schengen countries you are visiting (please see [list of recognized travel documents](#)), be issued during the last 10 years, be valid for at least three months after departure from the Schengen area and have at least two unused visa pages.
- ☐ **Photocopies of bio page and all used pages of passport.**
- ☐ A **VEVO** verification email sent on the day you lodge your application directly from the [Australian Government Department of Home Affairs website](#) to [jvacinfo.syd@vfsglobal.com](mailto:jvacinfo.syd@vfsglobal.com). The VEVO must show that your Australian visa is valid for multiple entries to Australian until at least three months after your departure from the Schengen area.
- ☐ [Supplementary Form – Family details](#)
- ☐ [Questionnaire for tourism](#)
- ☐ **Hotel bookings** for every night you will stay in the Schengen area, OR.
- ☐ **Invitation Form** - from the reference person in the Schengen area. The invitation must be signed by the reference person. A copy of the reference person's passport must be attached. If the reference person is not an EEA national, they must also include a copy of their residence card.
- ☐ **Documentation of sufficient funds**, e.g. bank statement in own name for the last three months (up to current date).
- ☐ **Letter from your employer**, confirming employment and approved leave for the duration of the trip, OR
- ☐ **Letter from your educational institution**, confirming enrolment and approved leave for the duration of the trip.
- ☐ **Complete travel itinerary and confirmed bookings for all transport**, from Australia return including all internal travel within the Schengen area.  
Note: If your application is approved, the visa will be issued in accordance with your bookings.
- ☐ **Travel and medical insurance**, Note: The insurance must be valid for your travel, cover the entire Schengen area, and have a minimum cover of €30,000 for medical expenses, repatriation and repatriation of mortal remains. Please see this [list](#) for currently accepted policies.

### ADDITIONAL REQUIRED DOCUMENTS FOR APPLICANTS UNDER THE AGE OF 18

- ☐ **Original birth certificate** for applicant and certified English translation
- ☐ **Documentation showing parental responsibility**, if different from birth certificate
- ☐ **Written consent** and certified photocopy of passport for both parents with parental responsibility

### ADDITIONAL DOCUMENTS

- ☐ **Power of Attorney**, if you wish to allow another person to make enquiries or receive information on your behalf. The Embassy strongly recommends that you provide a Power of Attorney if you have any issues discussing your case in English or Norwegian.
- ☐ **Photocopies of previous passports and visas.**
- ☐ **Photocopies of documentation of own means/properties**, e.g. rental contract, deed, car registration, business registration
- ☐ **Photocopies of documentation of relationship with family members in Australia**, e.g. Marriage Certificate, Birth Certificates, etc.

### IF REQUIRED DOCUMENTS ARE LACKING

- ☐ I agree to lodge an incomplete application, and have been advised that this may cause delays or rejection of my application.

DATE:

NAME:

SIGNATURE: