

Royal Norwegian Embassy - Amman

Checklist - Visitor's visas to Norway, Denmark, Finland or Iceland Family members of EU/EEA nationals exercising free movement rights

List of required documents		Yes	No
1	Cover letter from Application Portal Norway - https://selfservice.udi.no		
2	Application form and receipt from Application Portal Norway		
3	One photograph glued to the Cover letter (white background, 35 x 45 mm.)		
4	Passport valid for at least 3 months after the intended stay in Schengen with at least two blank pages.		
5	Colour copy of passport - main page and validity page (if applicable).		
6	For Iraqi applicants: Original ID-card (no translation needed).		
7	Invitation letter (in Norwegian or English) or proof that the applicant is travelling together with the EU/EEA citizen to the host Member State (i.e. Norway, Denmark, Finland or Iceland). The invitation letter must signed by the reference (the one inviting).		
8	Proof that the EU/EEA citizen resides in the host Member State (i.e. Norway, Denmark, Finland or Iceland), for example copy of certificate of residence/ tax reports/ work contract with pay slips/ Registration Certificate, or confirmation that the EU/EEA citizen will travel to the host Member State.		
9	Colour copy of the passport of the reference (main page)		
10	Marriage certificate (original) - If you are married to an EU or EEA citizen. The Embassy can request to see a marriage certificate from the EU/EEA member state where the reference is a citizen, or a confirmation that the marriage is recognised by the member state.		
11	Birth Certificate (original) - If one or both of your parents are EU/EEA citizens.		
12	The Birth Certificate of the son/daughter you depend on - If you are a dependent ascendant of an EU/EEA citizen.		
13	Documentation/evidence that the EU/EEA national provides for the applicant - if you are a dependent ascendant, or dependent descendant over 21 years, of an EU/EEA national. (For example receipts for money transfers to you from your EU/EEA national son/daughter or father/mother that you depend on).		
14	Consent from parents and copy of parents' passports (for minors travelling without or with one of the parents) written in or translated to English.		
15	Travel reservation or other proof of intended transport (not necessary to present a ticket)		
16	Travel medical insurance covering the period of stay with a value of at least 30 000 Euro (not mandatory but highly recommended)		
17	Questionnaire C or B from Embassy/VFS website (depending on who you will visit)		

I have been informed that

- If I do not hand in all documents on the checklist, or if one or more documents are incomplete, this may lead to my application being rejected.
- The Norwegian Embassy has the right to ask for additional documents and interview the applicant.

Applicant's signature: _____

VFS officer's signature: _____

Application Procedures

1	Register the application at the Royal Norwegian Embassy in Amman at the UDI Application Portal- https://selfservice.udi.no and pay the fee. The fee will be refunded by the Embassy.
2	Print out the Cover letter, Application Form and Receipt from the Application Portal. Gather the rest of the documents in the Checklist.
3	Book an appointment at the VFS Global office in the UDI Application Portal.
4	Meet at VFS Global's office in Galleria Mall, Abdul Raheem Al-Haj Moh'd St., Building No. 56, 4th Floor, Sweifieh - Amman. Contact: info.norjor@vfshelpline.com Phone: +962 6500 1628. http://www.vfsglobal.com/norway/jordan/
5	Hand in your application with supporting documents. The VFS will also take your fingerprints and a digital photograph, and charge a service fee of 23 JOD.
6	Approximately ten days later, track your application at the VFS web page or inquire on email or telephone to VFS about the status of your application.
7	Collect your passport with a visa or a decision letter at the VFS office Sunday to Thursday between 15.00 and 17.00.
8	For information about how to appeal a decision, please visit the web page of the Embassy: http://www.norway.no/studywork/visaandresidence/Visas/Schengen-Visa-C-short-stay/

Notes to the Checklist

- 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.
- When persons below 18 years apply for a visa, both their parents must sign the Cover letter.
- Marriage and birth certificates must be legalised by the Ministry of Foreign Affairs of the issuing country (unless they come from a EU/EEA member state), and translated into English or Norwegian by an authorised translator. The Embassy will verify all original documents (for example passport, original ID-card, birth certificates etc.). The passport can be collected at the VFS office two working days after the application is submitted. The Embassy will return the other original documents to VFS when the case is processed.
- *If the application is granted, the visa will be issued according to your travel reservation/proof of intended transport.*