

CHECKLIST: SPORTS, CULTURE, SUMMER SCHOOLS & RELIGIOUS EVENTS OR OTHER REASONS

General information

Please be informed that all documents are archived electronically for the entire immigration administration. This means that all documents which are listed in the checklist below will be scanned electronically. It is therefore very important that all original documents must be submitted with a perfect copy in A4 format. Please do not staple or glue any documents together as this will delay the scanning process.

DOCUMENTS THAT MUST BE SUBMITTED BY ALL APPLICANTS:

Please check the boxes below, sign and date to confirm which documents you have submitted:

- ☐ **Cover letter from the Application Portal** (*signed and dated by the applicant/parents if they are minors*), **online application form and the receipt of payment.**
- ☐ **2 passport photos** (*not older than three months old, 2 inches in size, white background, with no glasses and stapled to the cover letter*).
- ☐ **Original passport** (*both new and old passport(s) if any*). Please make sure that your passport is valid for at least three months beyond your intended stay in Norway, and that the passport has at least two blank pages for visa sticker.
- ☐ **Copy of applicant's passport** (*Personal information/Data page, previous visas, valid resident/-work permit in Ghana etc.*)
- ☐ **Booking of roundtrip air ticket.** (*Do not buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to the dates on the booking*).
- ☐ **Original travel medical insurance, covering all Schengen countries + 1 photocopy** (*covering the entire Schengen area for a minimum amount of € 30,000 for the duration applied for (as per travel plan submitted)*).
- ☐ **Documentation of civil status.** Proof/justification of relation (e.g. relevant birth and marriage certificates)
- ☐ **Invitation letter.** *The letter should contain the name of the host organization, relevant personal date of the invited, purpose of the visit, duration of stay and, who is responsible for the expense related to the trip.*
- ☐ **Original documents confirming employment, private business, school or studies; a permission for leave of absence from employer + 1 photocopy of relevant documents.**
 - If you are employed, please submit three months recent pay slips, introductory letter from your current employer containing the following information: *your personal data, your*

function/profession, terms of employment (temporary or permanent), number of years with employer/organization, granted leave days. Letter must be signed and dated with contact details.

- If you are self-employed, please submit copy of registration with relevant authorities and if available bank statement for business account (last three months).
 - If you are retired, please submit documents proving your pension or other financial support.
- ☐ **Bank statements for at least the last 3 months (original bank statement + 1 photocopy of each used page) if you are partly or fully sponsoring your travel to Norway. (If your sponsor is sponsoring, you need to submit a guarantee form; see information below.)**
- ☐ **If you are under 18, you must also submit:**
- If you are travelling alone; ☐ *An original and a photocopy of letter of consent signed by both parents and a copy of their IDs*
 - If you are travelling with only one of your parents: ☐ *An original and a copy of letter of consent from the other parent and a copy of his/her ID*
 - If the parent you are travelling with has single custody: ☐ *An original and copy of certificate of single custody*
- ☐ **Power of Attorney** (*Optional for applicants who want the sponsor or other person to represent them in the case. Separate form is obtainable on the Embassy's website).*

ADDITIONAL DOCUMENTS FOR FOOTBALLERS:

- ☐ **Invitation letter from tournament/event organizer/club.**
- ☐ **Employment contract**
- ☐ **Three last pay slips or proof of last salaries**
- ☐ **Letter of introduction from the national football association in your home country**
- ☐ **Letter of introduction from your football club**
- ☐ **If you are connected to a football academy, you have to submit the academy's Certificate of Business Incorporation, Article of Memorandum, bank statement showing balance over the last three (3) months and copy of the Director(s) or shareholder(s) passport(s).**

ADDITIONAL DOCUMENTS FOR NORWAY CUP:

- ☐ **Visa application fee – The Ministry of Foreign Affairs has agreed that the players of the teams are exempt from having to pay visa fee. The team leasers and adult participants must pay a fee in the normal manner.** However in order to avoid abuse of the Application Portal, all applicants must 'pay' the fee when registering the application. However, when the Embassy receives the above-mentioned documents, the fee will be refunded (electronically). Please note that the payment amount is only reserved on your account, not actually transferred to the Embassy. Once you produce the relevant supporting documents proving that you are exempt from paying the visa fee, the Embassy will cancel the fee authorization immediately.
- ☐ **Invitation letter from Norway Cup organizer with a list of participants + 1 photocopy for each participant.**
- ☐ **Introductory letter from participants schools, football academy or institution.**
- ☐ **Proof of necessary finances for all participants.**

NOTE: Documentation from the reference person must be in color. Please do not send any documents directly to the Embassy.

I hereby confirm that I personally have submitted this application for a visa that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable acts by both Ghanaian and Norwegian law and will lead to refusal of visa. I have been informed that the case processing time will increase if the application submitted is incomplete and the immigration authorities have to obtain further documentation. I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Signature: