ROYAL NORWEGIAN EMBASSY

DOCUMENT CHECKLIST SCHENGEN VISA TO NORWAY

List of supporting documents to be submitted by applicants in Indonesia

You must submit all required documents when you meet at VFS, otherwise the application may be rejected. Print out this list, tick off the boxes and sign.

I. GENERAL REQUIREMENTS

☐	**Original passport** valid for three months after the intended travel and containing at least two blank pages. Copy of the bio data page.
☐	One **photo** not older than six months, not edited (requirements)
☐	A signed print out of the **harmonised application form** from the UDI online application portal
☐	**Travel medical insurance** valid for the entire trip and the entire Schengen area, with coverage of at least EUR 30,000
☐	Plane ticket: **copy of the flight reservation** and travel itinerary
	Proof of financial means (one or more of the following documents):
☐	Recent personal bank statement or balance over the last three months
☐	International credit card with a photocopy of the applicant's bank statements associated to that credit card
☐	Proof of sponsorship from the host in Norway: Sponsorship form
	Proof of socio-economic situation (one or more of the following documents):
☐	Job letter indicating the duration of recruitment, responsibility and salary
☐	Copy of labour contract
☐	Proof of social ties: Kartu Keluarga (family card), birth certificate, etc.
☐	**Travel itineraries** if visits in several Schengen countries are planned. Confirmation of the reservation of an organised trip or any other appropriate document indicating the travel plans
	Minors (person under 18 travelling alone or with only one parent):
☐	An authorisation to travel (alone or with one parent) indicating the purpose of the trip and signed by both parents/legal guardians or from the parent/guardian who does not travel, with copy of their passports or national identification cards. The signature(s) should be legalised by a notary office, or
☐	The parents/legal guardians may lodge the application and authorisation in person
☐	The minor's birth certificate (photocopy)

II. DOCUMENTS TO BE SUBMITTED DEPENDING ON THE PURPOSE OF THE TRIP

Private visit: Visiting family, partner or friend

- ☐ Written and signed invitation letter from the host in Norway
- ☐ Proof of accommodation provided by the host: Sponsorship form

Business trip

- ☐ Letter of the Indonesian company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile
- ☐ Invitation from the company that will be visited. The letter should incorporate relevant personal data of the invited, length of the invitation, reason and activity to develop during the invitation
- ☐ If the purpose of the visit is to attend commercial fairs or congress, letters of invitation from the organisation of these events or invitations to attend them
- ☐ Documentation of accommodation or proof of sufficient means to cover the accommodation (for example by filling out the Sponsorship form)

Tourism

- ☐ Confirmation of the reservation of an organised trip, or
- ☐ If self-organised trip: a complete travel itinerary, confirmed hotel booking and/or proof of payment

Trips for political, scientific or cultural reasons, to attend sport events or for religious purposes

- ☐ Letter of invitation from the inviting entity in Norway in which it is stated the name of the organisation, contact data, data of the invited person, dates of stay in the Schengen area and reasons of the invitation

OPTIONAL:

- ☐ If you want another person to represent you during the application process, you can give the person a Power of Attorney
- ☐ If you are applying for a long-term visa with multiple entries, we recommend that you submit your previous visas with entry/exit stamps

Applicant's remarks (if any) and signature:

VFS' remarks:

VFS center: Date: Signature: