



## CHECKLIST FOR SCHENGEN VISA APPLICATION

### General information

- The cover letter/application must be submitted personally by the applicant
- Visa application fee is 60 Euros (40 000 FCFA) and not refundable
- Application fee is 35 Euros (23 000 FCFA) for children 6-12 years
- The fee does not apply for children under 6 years
- Supplementary documentation can be requested
- Visa processing time is no more than 15 days under normal circumstances
- Submission of all required documents does not guarantee a visa

All documents must be submitted in original and in two sets of copies  
Documents must be submitted in the same order as in the checklist  
Check the boxes below, sign and submit the checklist with the application

### DOCUMENTS THAT MUST BE SUBMITTED BY ALL APPLICANTS WHEN APPLYING FOR A SCHENGEN VISA TO NORWAY

1. Cover letter from Application Portal or, if Application Portal not used, duly completed [Schengen application form](#) (in capital letters), dated and signed.
2. 2 (3 if applying from a consulate) ID color photos on white background. Photos no older than 3 months.
3. Original passport with validity period of at least 3 months after the projected expiration date of the visa
4. Photocopy of passport (all pages that contain personal information, stamps, previous visas and other permits)
5. Proof of travel insurance (repatriation, medical care, illness) with minimum coverage of €30 000 valid in the Schengen Area for the whole visa validity period (must be valid for the stay + a period of minimum 15 days after expected return)
6. Documents justifying purpose of trip (For details, see next page of checklist)
7. Booking of roundtrip air ticket (Do not buy the ticket until a visa has been granted)
8. Proof of occupation:  
Students: Confirmation from school/university   
Wage earners: Work certificate, 3 most recent payslips  
Business/Self-employed: Registration in National Trade Register, certificate of activity
9. For minors only (<18yrs): Birth certificate, parental authorization from both parents

FAILURE TO SUBMIT THE ABOVEMENTIONED DOCUMENTS CAN BE REASON FOR REFUSAL

TO JUSTIFY THE PURPOSE OF THE TRIP, THE FOLLOWING DOCUMENTS SHOULD BE SUBMITTED ACCORDINGLY

<input type="checkbox"/> <b>6a: Visit of family/friend/boy-/girlfriend</b>	<input type="checkbox"/> <b>6b : Business/Conference/Sports</b>
<input type="checkbox"/> <a href="#">Standardized invitation letter from reference</a> <input type="checkbox"/> Original <a href="#">guarantee form of visit</a> (only to Norway) or documentation of sufficient means (bank statements, payslips) <input type="checkbox"/> Proof/justification of relation (e.g. relevant birth certificates for family visits, marriage certificates) <input type="checkbox"/> Copy of relevant pages of the reference person's passport (pages showing previous visits, Norwegian residence permit if applicable)	<input type="checkbox"/> Invitation letter from Norwegian (Swedish/Danish) company/organization/institution <input type="checkbox"/> Confirmation of employment/participation at conference from home company/organization/institution <input type="checkbox"/> Document stating the account for expenses <input type="checkbox"/> Import licence

<input type="checkbox"/> <b>6c: Official travel</b>	<input type="checkbox"/> <b>6d : Tourism</b>
<input type="checkbox"/> Travel Order from the relevant Ministry <input type="checkbox"/> Invitation letter from inviting party in Norway <input type="checkbox"/> Document stating the account for expenses	<input type="checkbox"/> Documentation of sufficient means (minimum of 60 Euros per day of stay in Schengen) (bank statements, payslips, etc) <input type="checkbox"/> Travel itinerary for the whole trip

If you are applying to Denmark or Sweden, the following additional documents **must** be submitted with the application

<input type="checkbox"/> <b>DENMARK</b>	<input type="checkbox"/> <b>SWEDEN</b>		
<input type="checkbox"/> <a href="#">Supplementary information form</a>	<input type="checkbox"/> <b>Visit friends/family</b>	<input type="checkbox"/> <b>Business and conference</b>	<input type="checkbox"/> <b>Medical treatment</b>
	<input type="checkbox"/> <a href="#">Appendix D</a>	<input type="checkbox"/> <a href="#">Appendix A</a>	<input type="checkbox"/> <a href="#">Appendix C</a>
	<input type="checkbox"/> <a href="#">Appendix E</a> (filled out by the reference)	<input type="checkbox"/> <a href="#">Appendix D</a>	<input type="checkbox"/> <a href="#">Appendix D</a>

**IMPORTANT**

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 am aware that providing incorrect information or falsified documents deliberately are punishable acts by Norwegian law and will lead to refusal of the visa application.

Date:

Place:

Signature:

**For official use only:**

Received:	Reference no.:	
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