



DOCUMENT CHECKLIST SCHENGEN VISA TO NORWAY

List of supporting documents to be submitted by applicants in the Philippines

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
Proof of financial means ☐ Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months ☐ For minors: Proof of parents' or legal guardian's economic means (see above)
☐ Proof of travel arrangements: copy of the travel itinerary
☐ Proof of ties in the Philippines ☐ Proof of social security contributions, if relevant ☐ Copy of real estate property – title-deed, if relevant ☐ Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA)
Proof of occupation ☐ If employed ☐ Certificate of employment ☐ Certificate of leave absence ☐ Latest Income Tax Return ☐ If self-employed ☐ Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business ☐ Latest Income Tax Return ☐ Business Financial Statement

☐ If pupil or student ☐ Proof of enrolment ☐ Certificate of leave absence if travelling during school year
☐ If travelling with spouse and/or children ☐ Marriage contract certified by the Philippine Statistics Authority (PSA) ☐ Birth certificates of children certified by the Philippine Statistics Authority (PSA)
☐ Proof of accommodation: Confirmation of hotel booking, hotel voucher or signed sponsorship form by the host
☐ For non-Philippine applicants: Copy of Alien Certificate Registration (ACR) valid at least three months beyond the date of departure from the territory of the Schengen area
Minors ☐ If travelling alone or with only one parent: written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian ☐ If the name of the father does not appear in the PSA issued birth certificate, no consent is required ☐ Copy of bio data page of parent(s) or legal guardian's passport ☐ Birth certificate certified by the Philippine Statistics Authority (PSA) ☐ If travelling alone: Department of Social Welfare and Development (DSWD) clearance

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

Tourism ☐ Detailed day-to-day itinerary of the planned trip
Family or friends visit ☐ Proof of sponsorship and/or proof of accommodation by the host in Norway: Sponsorship form ☐ Proof of relationship
Travelling for the purpose of business or an official visit ☐ Certificate from the employer: - letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc. ☐ Invitation from the inviting company or organisation: - the letter should contain the following information: - relevant personal data of the invited person - the invited person's function - length of the visit - purpose of the visit and activity to be undertaken during the stay

○ who is to cover the cost of the stay; and ○ name and position of the counter signing person ☐ Proof of recent business contacts: • Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant
Participants in commercial fair, congress, cultural and sports events: ☐ A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity
Study, research or other types of internship: ☐ Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or ☐ Cover letter from the inviting company

OPTIONAL: ☐ If you want another person to represent you during the case 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: