



ROYAL NORWEGIAN EMBASSY

CHECKLIST: TOURIST VISA TO NORWAY

- Please, submit documents in this order and **bring original documents for checking**
- All supporting documents must be translated into English (by a certified translation office) or into Norwegian.
- All documents must be in one-side-A4 paper. Do not use staples
- Supporting documents must be submitted together with the application, in person.
- Supporting documents sent to the Embassy without reference to a registered application will not be considered.
- If for any reason you are not able to present a relevant document, please submit a short written statement explaining why

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

DOCUMENTS FROM THE VIETNAMESE APPLICANT	Submitted	Not Submitted	N/A
1. Fee Receipt and Cover Letter from APN w/ with one passport photo not older than three months, white back ground, size 3.5x4.5 cm			
2. Passport or official travel document and copy of all used pages issued within the last 10 years with a validity that exceeds the end of your intended stay by at least three months. The passport must have <u>at least 2 blank pages</u> to affix the visa. Previous passport may also be requested.			
3. Vietnamese residence permits for foreigners*			
4. Supplementary form for family relationship			
5. Copy of all pages of Household Registration book.			
6. Copy of personal documentation (ID, birth certificate)			
7. Documents confirming civil status (e.g. single, married, divorced, widow)			
8. Proof of financial means. Original bank account statements (company or individual) on the turnover during the last three months			
<i>If the applicant is employed:</i>			
The last three payslips			
Labour contract or recent employer statement.			
Approval for holidays			
<i>If the applicant is a company owner or self-employed:</i>			
Certificate of registration of the company*			
Statement of taxes payment			
<i>If the applicant is retired:</i>			
Pension statements			
<i>Other means:</i>			
Remittances			
Credit cards			
Regular incomes generated by property			
9. If the applicant is a <u>minor</u>:			
If the minor travels with one parent only, written consent of the other parent or guardian, except in cases of parents having the care and custody alone*			
If the minor travels alone (without parents), written consent of both parents or guardians having the care and custody of the applicant*			
Birth certificate of the applicant*			
Copies of the ID cards of the parents*			
10. Confirmed booking of roundtrip air ticket, with fixed travel dates of maximum 90 days. (Do not buy the ticket until visa has been granted. Note: If the application is approved, the visa will be issued according to the dates on the booking).			

* Official documents must be recent (maximum 3 months old) and legalised by the competent local authority and must be **translated** (+ translation legalised) in an official language of the embassy or consulate of application or in a third language accepted by the embassy or consulate.

11. Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during your stay (minimum coverage 30.000 EUR)			
12. Optional for applicants who want other person to represent in the case: Letter of trust/proxy (<i>Separate form is obtainable at the Embassy/Power of Attorney.</i>)			

ADDITIONAL DOCUMENTS TO BE SUBMITTED FOR:			
TRAVEL BY YOURSELF	Submitted	Not Submitted	N/A
13.Trip schedule (<i>sum up the duration, locations and transportation if travelling to different countries in Schengen area</i>)			
14. Evidence of accommodation (<i>hotel reservation</i>) for the whole trip in the Schengen area (<i>including the names of hotels and their telephone, fax numbers as well as duration of stay in different hotels</i>).			
Travel WITH AGENCY	Submitted	Not Submitted	N/A
15.Business registration Certificate			
16.International Travel License			
17.List of tourists: print and electronic version			
18.Detail iniatery of the trip (<i>sum up the duration, locations and transportation if travelling to different countries in Schengen area</i>)			
19.Booking of all transportation used during the trip (<i>bus, train, ferry, etc.</i>			
20.Evidence of accommodation (<i>hotel reservation</i>) for the whole trip in the Schengen area (<i>including the names of hotels and their telephone, fax numbers as well as duration of stay in different hotels</i>)			
21.Tour leader's passport with previous Schengen visa			
22.Information about the tour leader from the travel agency (<i>employment status, expense coverage</i>			

SUMMER CAMP IN NORWAY	Submitted	Not Submitted	N/A
23. Invitation from Norwegian company/organization stating the purpose and length of the visit (<i>this should be in original and written on company paper with letterhead</i>).			
24.Written guarantee statement of the Norwegian organization			
25.Written statement from guaranteed organization in Vietnam			
26.Trip itinerary (<i>state the details of time and activities during the trip in Norway</i>)			
27. Financial documents of applicants' parents (<i>salary slip, bank statement, etc.</i>)			

By signing this checklist I confirm that I understand that any missing document may lead to an extended processing time of the application or a refusal.
The case handler receiving my application has pointed out to me the documents that should have been submitted.

Place and date:

Signature:
