



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

Table with columns: DOCUMENTS FROM THE VIETNAMESE APPLICANT, Submitted, Not Submitted, N/A. Rows include: 1. Fee Receipt and Cover Letter from APN, 2. Passport or official travel document, 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, 7. Documents confirming civil status, 8. Proof of financial means, 9. If the applicant is a minor, 10. Confirmed booking of roundtrip air ticket.

\* 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.

<b>11. Travel medical insurance</b> 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)			
<b>12. Optional for applicants who want other person to represent in the case: Letter of trust/proxy</b> ( <i>Separate form is obtainable at the Embassy/Power of Attorney.</i> )			

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

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

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