

To be printed out, signed and enclosed with supporting documents

VISAS (UP TO 90 DAYS)

TOURISM/BUSINESS/TRANSIT/VISITS TO FAMILY OR FRIENDS

The following documentation must be submitted with the visa application by *all* applicants (additional documentation may be required and is listed on the website, but more may be requested by the visa officer). As a general rule you should bring originals of all documents plus a set of certified copies for the consulate to keep. **In-house processing time of all cases in the Consulate are 15 days.** *Please check each bullet and sign below to confirm which documents you have submitted:*

- Cover letter printed out from the Visa Portal after registration
- Your online application form printed out from the Visa Portal after registration
- Your receipt for the application fee printed out from the Visa Portal after registration
- 1 passport photo not older than 6 months. [Photo requirements are listed here](#)
- A preliminary travel itinerary (booking) showing travel details for the entire trip to Schengen. We recommend that applicants never pay for their travel until a visa has been issued
- Passport valid for 3 months beyond the planned date of return from the Schengen Area. Make sure that there is at least two free pages marked "VISAS". Make a copy of the bio-page. **The passport must have been issued within the last 10 years, regardless of any extensions**
- Copies of previous Schengen visas
- Proof of Legal Residence in the United States.** US Permanent Resident card or US visa valid at least 3 months beyond your stay in the Schengen Area. **(B1/B2 VISAS ARE NOT RECOGNIZED).** Make a copy of the Resident Card or valid US Visa. If you have a student visa you must also submit your I-20, with a copy. The I-20 must be signed by your student counsellor within the last year
- Documents confirming **employment, private business, or studies;** including **permission** to leave for the period of the requested visa. For business/tourist visitors, this must be an original letter with the organisation's letter head completed with a signature from your superior boss.
- Documents confirming **financial means or income of the applicant in the country of residence**
- Bank statements for the last three months or Statement from employer or Last year's tax return
- Compulsory travel medical insurance (TMI).** According to the Schengen regulations you must include a valid travel insurance policy from a medical insurance company in a) your name and policy holder (if other than applicant); b) stating coverage for at least 30,000 EUR in total (USD 50,000). It must cover for medical emergencies, hospitalization and repatriation expenses. The coverage amount must be spelled out or it must say unlimited; c) it must say zero deductible and have zero co-payment; d) it must spell out validity in the Schengen States and the country/countries of your destination; e) it must be valid for the entire period of your trip; f) policy number must be listed . If a visa is issued, it may include a 15 day grace period; we recommend the travel insurance validity period includes the 15 extra days to take into account weather delays, etc.

Examples of insurance providers: ihi.com; insuremytrip.com; allianztravelinsurance.com; imglobal.com; travelexinsurance.com; travelguard.com; worldwidemedical.com

REQUIRED ADDITIONAL DOCUMENTATION

Visiting for business

- Invitation (in original or scanned copy) from the company in Schengen stating the purpose and duration of the visit (Norwegian companies must include their organization number with the Brønnøysund Register Centre)
- An Original Letter from the U.S. company stating the purpose and duration of the trip; and the nature of the connection with the inviting company
- Confirmation of accommodation for your entire stay in Schengen (hotel bookings, etc)

Visiting for tourism

- Confirmation of accommodation for your entire stay in Schengen (hotel bookings, etc).

Spouse of EEA national

- Statement confirming purpose of visit
- Proof of Marriage (original document in English, or certified translation)
- Proof of spouse's residence in EEA Area

Visiting a friend / family member

- Invitation letter from the reference person stating the purpose and length of the visit, and type of relationship
 - Invitation form from reference in Schengen;
- [Guarantee form from Norway](#) (original document must accompany application)
- [Invitation from Iceland](#)
- Documentation of family relationship (only applicable for family visits – must be original document)
- Reference's payslips from the last three months
- Copy of the reference's main passport page

Applicants under the age of 18

- Original Birth certificate** + Copy
- An original notarized **letter of consent** signed by both parents, authorising travel to destination country +Copy
- Or** Decision of the Court depriving of the parental rights of one of the parents + Copy
- Or** Death certificate of one of the parents + Copy

Any other document(s) the applicant deems necessary for the application/case. Please specify:

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 both US and Norwegian law.

Date:

Place:

Signature: