



BUSINESS VISA DOCUMENT CHECKLIST

Prepare all the documents before you submit the application, otherwise the application may be rejected.

- All documents must be translated into English or Norwegian.
- All documentation must be in A4 paper and with no staples and pins.

Please print out the document, and tick off and sign below to confirm you have submitted all documents listed.

Attach the Document Checklist to your application and **deliver the application in following order:**

1.	Passport, valid at least 3 months beyond intended travel, issued within the previous 10 years, and containing at least two blank pages.	
2.	Passport photo (white background) not older than six months (35-40MM).	
3.	Signed Cover letter from the Online Application Portal.	
4.	Print and fill out the Questionnaire for C-visa and submit it with your visa application. All questions in the form must be filled out. Find the Questionnaire further down in this document. The Norwegian company or organization must fill out the Questionnaire for Business visa. All questions in the form must be filled out. Find the Questionnaire for Business Visa further down.	
5.	Invitation letter from the Norwegian company or organization, stating the applicant's identity, the purpose of the journey, the period and place of intended stay. Invitation letter should include information regarding what activities will be performed, who will the applicant meet while in Norway, and who will bear the travel and living costs.	
6.	Letter from the Indian company or organization stating the applicant's identity, the company's contact details (contact person, e-mail, telephone). Letter should include information regarding position of the applicant, purpose of the journey, what activities will be performed and who the applicant will meet in Norway and a guarantee of return.	
7.	Memorandum of Associations of the Indian company and one photocopy of the first three pages.	
8.	Documentation of own funds for the stay if inviting party is not guaranteeing for the travel expenses.	
9.	Original current passport and all previous passports.	
10.	Confirmed booking (travel itinerary) of roundtrip air ticket. 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.	
11.	A medical travel insurance is required with a minimum coverage of €30.000 and must cover necessary medical treatment and emergency hospital care, repatriation because of illness, injury or death. The insurance must be valid throughout the Schengen area and for the whole period you plan to stay in Norway or in the Schengen area.	
12.	Letter granting Power of Attorney. (Optional for applicants who want another person to represent them in the case. Separate form for Power of Attorney can be found here.)	

The Embassy may contact the applicant to request additional documents.

I hereby confirm 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.



Date:	Place:	Signature:
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Questionnaire form C-Visa

Questionnaire for applicant to print out, fill in and submit with visa application:

Name, date of birth and civil status (single, married, divorced, widower, other)

Which countries/cities will you visit?

Purpose of visit

Who will you visit/what is your relation with reference (in case of tourism: name of hotel is sufficient; in case of visit to non-family: please explain how you know each-other)

Are you employed? If so, where, since when, what position and what is your monthly income?

Do you have any property? If so, please give details

Have you travelled to Schengen before? If so, where, what purpose, and did you adhere to the regulations? If not, why?

Have you ever been rejected a visa or residence permit to any Schengen countries? If so, why? You may attach the rejection letter(s).



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Fill in details of close family members:

Relation	Name and date of birth	Country of residence
<i>Spouse, cohabitant, etc.</i>		
<i>Mother</i>		
<i>Father</i>		
<i>Children (include all sons and daughters)</i>		
<i>Brothers and sisters</i>		
<i>Other</i>		
Fill in details of all accompanying travelers:		

I hereby confirm that all information given is correct.

Place, date and signature _____



Questionnaire for the company in Norway to print out, fill in and submit with visa application:

Name of the inviting company in Norway:

Name of the company the applicant is representing:

Relationship between the companies:

- same international company
- in contract or contract negotiations
- other, please specify:

The applicant's position in the company in India:

A If the purpose of the stay is being a *business traveler*, please specify. The applicant will:

- attend meetings with inviting company
- attend meetings with inviting and other companies
- attend meetings only with other companies, please specify the relationship between the applicant and these companies:

- not attend meetings, please specify:

Meetings will consist of:

- contract negotiations



- discussions related to the management of joint projects or a contract (including planning, reporting, presentation of results/products)
- discussions related to the specific work within joint projects or a contract (including workshops or similar sessions on specific topics)
- training or practical work, please specify (for in-house training, see below section B):

other tasks, please specify:

B If the purpose of the stay is in-house training, please give information about

period of time:

content of training:

the reason for the need of training:

Be aware that training because of outsourced tasks to the company in India, as a main rule, is not seen as in-house training in this context.

C If the purpose of the stay is to work as a technical expert

- the applicant will install, disassemble, inspect, repair, maintain or provide information on the use of machinery or technical equipment, including "computer equipment" like software
- the applicant will have other tasks, please specify:



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- the inviting company's total need for this type of work does not extend three months
- the inviting company's need for this type of work is related to a specific project or contract and will arise again

D If the purpose of stay is none of the above mentioned, please specify the purpose of the stay and submit relevant documents.

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I hereby confirm that all information given is correct. I am familiar with the criminal liability associated with giving a false statement, see the Immigration Act section 108 first paragraph letter C and the General Civil Penal Code section 221 first paragraph.

Date, place _____

Signature _____