



ROYAL NORWEGIAN EMBASSY

Tel Aviv

CHECKLIST: BUSINESS OR OFFICIAL VISIT TO NORWAY

Please submit the below mentioned documents in the following order:
Please check the boxes below and sign to confirm which documents you have submitted:

DOCUMENTS FROM THE APPLICANT:

- 2 Visa application forms duly completed with 2 passport photos**
(White background - not older than three month - glued to the application form.)
- Passport**
- Copy of Id. card and Passport** (All used pages. Place and date of issue, expiration date, previous visas)
- Signed invitation from the Norwegian company including the full name and date of birth, as written in the applicant's passport, stating the purpose and length of the visit, who will cover the stay in Norway, the travel expenses and insurance.** (This should be in original and written on company paper with a letterhead).
- Documents confirming private business or a letter from employer** (Stating that the applicant will return to his/her job after return from Norway. This should be on original, written and signed company paper with a letterhead).
- Confirmed booking of roundtrip air ticket.** (Do not pay for any ticket before the visa has been granted. The ticket and travel insurance may be handed in after decision has been made and the visa will be issued according to the dates on the ticket and insurance. If the insurance is valid sufficiently long, you have the right to a period of grace of 15 days added to the end of the visa period, giving you the freedom to postpone your departure to Schengen without changing your visa. If the visa has been issued and there's a need to change date of travel irrespective of the period of grace, you will have to apply for a new visa).
- Compulsory travel medical insurance, covering all Schengen countries (covers Euro 30,000.-).**
- If you are under 18, you must also submit:** -If you are travelling alone: •An original letter of consent signed by both parents (copy of Parents ID + attachment with Children names list) -If you are travelling with only one of your parents: • An original letter of consent from the other parent -If the parent you are travelling with has single custody: • A shown original and a copy of certificate of single custody

Applicant requesting a **multiple entry visa** must note that it is very important to follow the visa regulations, particularly by not overstaying the visa or using the visa for such travels that leaves Norway not the main country, in which case Norway is not responsible for issuing the visa according to the Schengen regulations. It is the travellers responsibility to have his insurance in order for all the visits.

Applicant must also document the following:

- Frequent previous visits to Norway.** (Copies of previous visas)
- Frequent future visits to Norway.** (By company in Norway)

IMPORTANT NOTES:

- Supporting documentation must be submitted together with the application, by the applicant personally.
- The application must be submitted during the **Visa section's** working hours: **09.00 to 12.00**
Royal Norwegian Embassy Tel Aviv: Monday/Wednesday/Friday Tel: 03-7441490
Representative Office of Norway Al Ram: Monday/Tuesday/Wednesday/Friday Tel: 02-2358600
- **Ramallah Office** by pre-arranged appointment only: Thursday between **09.00-16.00** Tel: 02-2358600
Gaza Office by pre-arranged appointment only: Wednesday between **09.00-12.00** Tel: 08-2824611
- A fee of NIS 300 (non refundable) is to be paid in cash upon submitting the application

Date: _____ Place: _____ Signature: _____