



REPRESENTATIVE OFFICE OF NORWAY
TO THE PALESTINIAN AUTHORITY

Al Ram

CHECKLIST: OFFICIAL / BUSINESS VISIT TO NORWAY

(Please, submit documents in this order)

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

DOCUMENTS FROM THE APPLICANT:

- 2 Visa application form duly completed with 2 passport photos** (white background - not older than three month - glued to the application form.)
- Passport**
- Copy of ID, Passport** (Place and date of issue, expiration date, previous visas, and all used pages).
- Signed Invitation from 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, and who will cover the travel expences and insurance.** (this should be in original and written on company paper with 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 original and written and signed on company paper with 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 14 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 errespective of the period of grace, you will have to apply for a new visa).
- Compulsory travel medical insurance, covering all Schengen countries (covers 38,000 USD).**
- 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 + attachement 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

Applicants requesting **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.

Applicants must also document the following:

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

IMPORTANT NOTES:

- Supporting documentation must be submitted together with the application, by the applicant personally. Supporting documentation sent to the Embassy without reference to a registered application **will not be considered.**
- The application must be submitted during the Visa section working hours 09:00 to 12:00, Monday to Wednesday + Friday in Al Ram Office ,or by appointments in Ramallah Office.
- A fee of 330 NIS (non refundable) is to be paid in advance upon submitting the application.

Date:

Place:

Signature: