



ROYAL NORWEGIAN EMBASSY

Amman-Jordan

CHECKLIST: BUSINESS OR OFFICIAL VISIT TO NORWAY/DENMARK/FINLAND/ICELAND

Please submit the below mentioned documents in the following order:

Lack of providing the demanded documents may cause the refusal of the application

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

DOCUMENTS FROM THE APPLICANT:

- Visa application form duly completed in English with one passport photo** (45mmx35mm- white background - not older than three months). *(For Iraqis travelling to Norway they must fill a questionnaire).*
- Passport: Signed Jordanian passport. Make sure that your passport is valid for at least 6 months, and has two blank pages for visa sticker.**
- Copy of ID, family book and passport** (All used pages. Place and date of issue, expiration date, previous visas) **for Iraqis:** a copy of the Iraqi ID and Iraqi Nationality Certificate must be submitted together with the original.
- Signed invitation from the host 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 Schengen, the travel expenses.** For applicants travelling to Denmark it is required that the host of the visit fills out a special invitation form on our website.
- Documents confirming private business or a letter from employer in English** (Stating that the applicant will return to his/her job after return from Schengen. This should be on original, written and signed company paper with a letterhead). **If you are a student: An original letter** from your college /university in English confirming your status/ attendance, reason and stay period.
- Original recent bank statements minimum 3 months in English language only.**
- Confirmed booking of roundtrip air ticket.** (Do not pay for any ticket before the visa has been granted. The ticket may be handed in after decision has been made and the visa will be issued according to the dates on the ticket. 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.-)** please check the insurance companies list on our website.
- If you are under 18, you must also submit:** -If you are travelling alone: •An original letter of consent signed by both parents in English (copy of Parents ID + Family book with Children names list) -If you are travelling with only one of your parents: • An original letter of consent from the other parent in English -If the parent you are travelling with has single custody: • A shown original and a copy of certificate of single custody in English.

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: **10.00 to 12.00**
- Royal Norwegian Embassy Amman:** from Sunday till Thursday.
- A fee of 60 Euro (equivalent to 58 JD) (non refundable) is to be paid online by credit card upon submitting the application.

-Please note that you may be required to supply additional documents.

Date ----- Place ----- Applicant's Signature -----