

CHECKLIST: VISIT TO SPITSBERGEN (SVALBARD – NOT NORWAY)
(Please, submit documents in this order)

Please be informed that a joint electronic archive for the entire immigration administration will gradually replace the current paper archive. This means that all documents which are listed in the checklist below will be electronically scanned at the Embassy from January 2011. It is therefore very important that all original documents must be submitted with a perfect copy in A4 format. Please do not staple or glue any documents together as this will delay the scanning process.

DOCUMENTS FROM THE THAI APPLICANT:

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

- Cover letter** from the Application Portal (signed by the applicant) + **1 copy**
- Passport photo** (not older than 3 months, 2 inches in size, white background, with no glasses and glued to the cover letter.)
- Passport** (both new and old passport(s) if any).
- Copy of passport** (Place and date of issue, expiration date, previous visas, valid resident/- work permit in Thailand etc). Please make sure that your passport is valid for at least three months beyond your intended stay in Norway, and that the passport has at least two blank pages for a visa sticker.
- Booking of roundtrip air ticket.** (Do not buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to the dates on the booking).
- A travel medical insurance is NOT a requirement, but is in the best interest for the person who is travelling** (if a travel medical insurance is not submitted, the visa can still be granted)
- If you are under 20, you must also submit:**
 - If you are travelling alone: An original and a copy of letter of consent signed by both parents, stamped by Amphur
 - If you are travelling with only one of your parents: An original and a copy of letter of consent from the other parent, stamped by Amphur
 - If the parent you are travelling with has single custody: An original and a copy of certificate of single custody

DOCUMENTS FROM FAMILY MEMBER/PERSON INVITING ON SVALBARD:

- Original invitation from family member/person inviting stating the purpose of the visit
- Copy of relevant pages of the reference person's and/- or guarantor's passport.

The documents below are only required if the applicant does not have documents proving sustainable economic means or income.

- Original guarantee form for visits stamped by Norwegian authorities + 1 copy**

NOTE: Documentation must be sent by **regular or express mail directly** to the applicant, and not by fax or as a scanned attachment to e-mail.

VERY IMPORTANT

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 Thai and Norwegian law and will lead to refusal of visa.

Date: _____ Place: _____ Signature: _____

For official use only.

Received:	Reference no.:	
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