

CHECKLIST: BUSINESS VISIT TO 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.

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 the applicant's 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, with fixed travel dates of maximum 90 days.** (*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.*)
- Original compulsory travel medical insurance + 1 copy** (*covering the entire Schengen area for a minimum amount of € 30,000 for the duration applied for (as per travel plan submitted) + fifteen (15) days.*)
- Invitation from Norwegian company stating the purpose and length of the visit** (*this should be in original and written on company letterhead paper.*)
- Documents confirming employment or that the applicant owns a private business** (*this should be in original and written on company letterhead paper.*)
- Bank statements for the last 6 months (original bank book + 1 copy of each used page)**
- Confirmation of accommodation in Norway**
- Travel itinerary**
- Certified copy of bank statements from the company in Thailand**
- Letter granting Power of Attorney** (*Optional for applicants who want another person to represent them in the case). Separate form is obtainable at the Embassy.*)

NOTE: There is an additional checklist for tailors and jewelry sales people

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:



ROYAL NORWEGIAN EMBASSY

Bangkok