

CHECKLIST: BUSINESS VISIT

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*)
- 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. (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).*)
- Invitation from the business associate in Norway stating the purpose and length of the visit** (*this should be in original and written on company letterhead paper.*)
- Documentation about the applicant's company/enterprise/business (for example bank accounts) with confirmation from the company that the applicant is travelling in its behalf** (*this should be in original and written on company letterhead paper.*)
- Documentation of the applicant's position in the company** (*employment contract or confirmation from his/her employer*)
- Confirmation of accommodation in Norway** (*for example a hotel reservation*)
- Letter granting Power of Attorney** (*Optional for applicants who want another person to represent them in the case). Separate form is obtainable on the Embassy's website).*

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. I have been informed that the case processing time will increase if the application submitted is incomplete and the immigration authorities have to obtain further documentation. I have also been informed that there is an increased risk of the visa application being rejected if the requested information is not provided within the deadline stipulated by the immigration authorities.

Date:

Place:

Signature:



ROYAL NORWEGIAN EMBASSY

Bangkok