

CHECKLIST FOR SCHENGEN VISAS FOR VISITING FAMILY OR FRIENDS

IMPORTANT REMINDERS BEFORE YOU LODGE YOUR APPLICATION

- The application must be lodged in person no earlier than three months before entry to the Schengen area.
- Submitting the application does not guarantee the issuance of a visa in time for your travel.
- The Consular Officer may request a personal interview or further documentation before a decision is made.
- The applicant must ensure all mandatory documents are provided.
- Supporting documents should be submitted to strengthen the application
- Check the boxes to confirm which documents you are submitting
- All documents must be provided in Norwegian or English language.
- Photocopies must in A4 size, clear and readable. Remove all staples, wires and paper clips from your documents.

MANDATORY DOCUMENTS

- Cover letter** from the Application Portal, signed by the applicant.
- One passport sized photo** with white background, no older than six months.
- Original passport/travel document.** The passport must be valid for entry to all Schengen countries you are visiting, be issued during the last 10 years, be valid for at least three months after departure from the Schengen area and have at least two unused visa pages.
- Photocopies of bio page and all used pages of passport.**
- A **VEVO** verification email sent on the day you lodge your application directly from the [Australian Department of Immigration and Border Protection's website](#) to info.jvac-au@vfshelpline.com. The VEVO must show that your Australian visa is valid for multiple entries to Australian until at least three months after your departure from the Schengen area.
- [Supplementary Form – Family details](#)**
- [Invitation Form](#)** - from the host/reference person in the Schengen area. The invitation must be signed by the host/reference person. A copy of the host/reference person's passport must be attached.
- Documentation of sufficient funds**, e.g. bank statement in own name for the last three months (up to current date).
- Letter from your employer**, confirming employment and approved leave for the duration of the trip, OR
- Letter from your educational institution**, confirming enrolment and approved leave for the duration of the trip.
- Travel itinerary.** You do not need to pay for the tickets until your application has been approved. Note: If your application is approved, the visa will be issued in accordance with your tickets.
- Travel and medical insurance.** You do not need to pay for the insurance until your application has been approved. Note: The insurance must be valid for your entire stay in the Schengen area, cover the Schengen countries you are travelling to, and have a minimum cover of €30,000 for medical expenses, repatriation and repatriation of remains.

ADDITIONAL MANDATORY DOCUMENTS FOR APPLICANTS UNDER THE AGE OF 18

- Original birth certificate** for applicant and certified English translation
- Documentation showing parental responsibility**, if different from birth certificate
- Written consent** and photocopy of passport for both parents with parental responsibility

SUPPORTING DOCUMENTS

- [Power of Attorney](#)**, if you wish to allow another person to make enquiries or receive information on your behalf. The Embassy strongly recommends that you provide a Power of Attorney if you have any issues discussing your case in English or Norwegian.
- Photocopies of previous passports and visas.**
- Hotel bookings** for any nights in the Schengen area not covered by the invitation letter
- Guarantee form** if visiting Norway or Iceland
- Photocopies of documentation of own means/properties**, e.g. rental contract, deed, car registration, business registration etc.
- Photocopies of documentation of relationship with the host/reference person**, e.g. Marriage Certificate, Birth Certificates etc.
- Photocopies of documentation of relationship with family members in Australia**, e.g. Marriage Certificate, Birth Certificates etc.

IF REQUIRED DOCUMENTS ARE LACKING

- I agree to lodge an incomplete application, and have been advised that this may cause delays or rejection of my application.

Date: _____ Name: _____ Signature: _____