

# NORWAY VISA REQUIREMENTS:



## APPOINTMENT PROCEDURE:

1. Set an appointment online thru their website :

[http://www.vfsglobal.com/norway/philippines/contact\\_us.html](http://www.vfsglobal.com/norway/philippines/contact_us.html)

2. Click on Schedule Appointment

3. Click on Norway Application Portal.

4. **Fill in the necessary boxes:**

- User name
- First Name
- Surname
- E-mail
- Confirm e-mail
- Password
- Confirm password

5. In a short while, an email will be sent to your e-mail address. Open the email, click on the site given to activate your account.

6. Go to application portal, on the left hand side, enter your user name and password and click the log on.

7. Choose the application you want to fill out: visa, family immigration, work, education, etc.

8. Fill in the application completely.

9. Go to payment, choose if you want to pay with Visa or Mastercard.

10. Now you will be asked to book an appointment with the Embassy.

- A calendar will be available. Choose the month and day you want to submit your application.
- On the right hand side of the screen, you will see a chart of all the available time slots for your chosen date.
- Click on the circle to choose the time you want.
- When the application is filled out and submitted the receipt and confirmation will be sent to your email.

**\*\*Please note that you must print the cover letter that is available on the summary page (2copies) with your signature and bring these to the Embassy with the rest of the documents.**

**\*\*Please attach a passport photo to one copy and affix your signature below.**

## GENERAL REQUIREMENTS:

- Application form
- Two (2) pcs picture passport sized photo with white background and not older than 6 months.
- Edited photos are not accepted. Please glue/paste your photo (do not stapler) on the
- Cover Letter or Schengen Visa Application Form.
- **Original Passport** -valid for at least 3months after departure from Schengen. Please include photocopies of used pages. Valid passport must have at least 2pages (if approved, the visa will be affixed on said pages).
- Previous Passport (for the last 3years) and past visas/stamps to Schengen and other countries (if there is any)



- **If employed** – Submit Certificate of Employment stating position, length of service, salary and duration of approved leave of absence, company ID, and payslips of the last 3 months.
  - **If Self-employed**
    - **Corporation:** Present Articles of Incorporation and proof of annual income.
    - **Single Proprietorship:** Present Business Name Registration from DTI and latest ITR
  - **If Student** – Certification of enrollment from the school & school ID. If applicant is going on a holiday during summer or semester break, submit a certification of reservation or certification of enrollment to prove that she/he is enrolled for next school year / semester.
  - **Bank Certification**
  - **Round-trip Airline Ticket Reservation** – (do not buy the ticket until a visa has been granted)
    - **Note:** If the application is approved, the visa will be issued according to your airline ticket reservation.
  - **Travel Insurance** – should be valid for all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be 30,000 EUR. Hotel Bookings
  - Marriage Contract (if applicable) plus photocopy
  - Birth Certificate of Children (if applicable) not required but may strengthen the application
  - Documentation of own means/properties (if applicable) not required but may strengthen the application
- Ex.** Land titles or Car certificate or registration with official receipt.

#### **FOR MINORS (UNDER THE AGE OF 18):**

1. Original birth certificate of the child (plus photocopy)
2. **Passport of both parents** – both parents must appear in person at the Embassy in Manila or the Consulate in Cebu for identification purpose.
3. **Original letter of Parental consent** – to apply for and obtain a Schengen Visa signed by both parents.
4. If only one parent has the sole custody of the child, the Court Decision awarding custody to the one parent must be submitted (plus photocopy)
5. If the parent is dead, Death Certificate must be submitted (plus photocopy).

\* **NB:** For the protection of children, the above documents will be verified and a long processing time will be expected.

#### VISA APPLICATION



ISSUED: JULY 2017





## VISA PROCESSING FEE:

## PHILIPPINE PASSPORT

PHP 6,500.00

**VISA PROCESSING TIME:** Approx.2 - 3 weeks

## NORWAY VISA APPLICATION CENTRE

### VFS Office Address:

Norway Visa Application Centre, Ground Floor, Ecoplaza Bldg., Don Chino Roces Ave., Makati City, Metro Manila 1231 Philippines

INQUIRY SCHEDULE	TIME	CONTACT NUMBER/EMAIL
Phone	07:00 - 16:00 (Mon-Fri)	+ 63 2 790 4902
Email	Monday-Friday	<a href="mailto:info.noph@vfshelpline.com">info.noph@vfshelpline.com</a>
Inquiry in Person	14:00 - 16:00 (Mon-Fri)	

SUBMISSION SCHEDULE	TIME
Submission of Visa Application (Seafarer)	07:00- 10:00 (Monday - Friday)
Submission of Visa Application (other categories)	11:00- 14:00 (Monday - Friday)
Passport Collection	14:00 - 16:00 (Monday - Friday)

## **IMPORTANT REMINDERS:**

- Please submit complete documents to avoid delays in processing.
- Please do not leave any blank in the application form. Kindly put "N.A." if it's not applicable.
- Make sure that the back page of the passport is completely filled-up (address, tel numbers and name of person to be contacted in case of emergency).

Requirements are subject to change without prior notice.

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