

**Royal Norwegian Embassy – Amman
Regional Hub for Middle East and North Africa**

Country: Jordan and Iraq

Checklist – Visitor’s Visas to Norway, Denmark, Finland or Iceland

List of required documents (all cases)		Yes
1	Cover letter from Application Portal Norway – https://selfservice.udi.no –signed.	
2	Application form and receipt from Application Portal Norway – signed.	
3	One photograph glued to the Cover letter (not older than 6 months, white background, 35 x 45 mm.)	
4	Passport valid for at least 3 months after the planned departure from Schengen with at least two blank pages.	
5	Colour copy of passport – biodata page, validity page (if applicable) and all used pages. Include copies of former Schengen visas and Schengen entry/exit stamps for the last five years.	
6	For third country nationals in Jordan or Iraq: Copy of valid residence permit (no translation needed).	
7	For Iraqi applicants: Original ID-card and citizenship certificate or electronic national ID card (no translation needed).	
8	Bank statement and certificate in English showing movements of the applicant’s account for the last three months, signed and stamped by the bank, and/or salary slips, or sponsor letter from a person you depend on (and live with), with his/her bank documentation and/or proof of other assets (ex. property).	
9	Original employment letter in English indicating position, salary and date of starting the post. Company owners: original of the commercial registry. Students: original proof of enrolment in school/university.	
10	Travel reservation or other proof of intended transport (do not pay/buy the ticket until the visa has been granted) If the Embassy grants the application, the visa will be issued according to the travel reservation.	
11	Travel medical insurance covering the period of stay with a value of at least 30 000 Euro (valid for all Schengen countries).	
Business / Conference / Official / Sports / Cultural visit		
1	Invitation letter in English or Norwegian from a company/organisation (stamped and signed), showing the address and contact info of the company, the purpose and duration of stay, name and position of the signatory, and person or entity who will bear the costs of the visit.	
2	Support letter from the sending company/organisation with their contact info (original)	
3	For applications to Denmark: VU1 or VU3 form (signed by the person inviting)	
4	Hotel booking / proof of accommodation	
5	Questionnaire A from Embassy/VFS website	
Family and friend visit		
1	Invitation letter, signed by the reference (the one inviting), with his/her contact info.	
2	Copy of inviting person’s passport (biodata page) and Residence permit card (if applicable)	
3	Original financial guarantee form (Norway) / VU2 form (signed by the person inviting) (Denmark) / Guarantee form (Iceland)	
4	Documentation of family relations to the reference (family book/birth certificate) (if applicable)	
5	Questionnaire B from Embassy/VFS website	
Tourism		
1	Hotel booking / proof of accommodation	
2	Travel plan/itinerary	
3	Questionnaire C from Embassy/VFS website	
Other documents (depending on the case)		
1	Consent from parents notarised by public notary /certified by the police and copy of parents’ passports (form) (for minors travelling without or with one of the parents) written in or translated to English.	

I have been informed that:

- If I do not hand in all documents on the checklist and my application is incomplete, this may lead to my application being refused. Submission of fake documents will lead to refusal of the application and expulsion from the Schengen area.
- The processing time is 15 days starts from the day the Embassy receives the application.

Applicant’s signature: _____ VFS officer’s signature: _____

VFS comments:

Application Procedures

1	Learn about the conditions of being granted a visa at: http://www.udi.no/en/want-to-apply/visit-and-holiday/
2	Register the application at the UDI Application Portal – https://selfservice.udi.no , pay the fee and print out the Cover letter, application form and receipt. Gather the required documents in the checklist.
3	Meet at VFS Global's office in Galleria Mall, Abdul Raheem Al-Haj Moh'd St., Building No. 56, 4th Floor, Sweifieh - Amman. Contact: info.norjor@vfshelpline.com Phone: +962 6500 1628. http://www.vfsglobal.com/norway/jordan/
4	Submit your application at VFS from Sunday-Thursday, between 09:00-14:45. The VFS will also take your fingerprints and a digital photograph, and charge a service fee equivalent of 23 JOD payable in cash per applicant. You do not need to book an appointment to submit your application.
6	Approximately two weeks later, track your application at the VFS web page or inquire on email or telephone to VFS about the status of your application.
7	Collect your passport with a visa or a decision letter at the VFS office from Sunday to Thursday between 15.00 and 17.00.
8	For information about how to appeal a decision, please visit the web page of UDI: https://www.udi.no/en/word-definitions/appealing-a-decision/

Notes to the Checklist

- Please submit the documents in the order of the checklist. All documents must be A4 with no staples, stickers or torn pages. Documents smaller than A4 must be glued to an A4-page.
- Documents in Arabic/Kurdish must be translated into English unless otherwise mentioned in the checklist.
- The insurance must be from a company in Jordan. Insurances from Iraq are not accepted.
- Make sure you bring both originals and copies of your documents to the appointment at VFS. Most documents made for the application must be submitted in original, i.e. bank documents, the financial guarantee from Norway, work documentation, support letter from sending company/organisation. The Embassy will not return these documents. When you meet at the appointment to submit your application, the VFS will return the other originals after they have verified the accuracy of the copy.
- For Iraqi applicants, the Embassy will verify all original documents (passport, original ID-card and citizenship certificate as well as family relation documents, i.e. family book extracts, birth certificates and marriage certificates). The original documents will be returned to the VFS after the application has been processed together with the passport. Iraqis not residing in Jordan can collect their documents at the VFS office two working days after the application is submitted.
- In order to apply for a visa to Norway from Jordan you must either be a citizen of Jordan or Iraq or legally reside in one of these countries.
- In order to apply for a visa to Denmark, Finland or Iceland from Jordan you must either be a citizen of Jordan or legally reside in Jordan.
- When persons below 18 years apply for a visa, both their parents must sign the Cover letter.
- For more information on supporting documents, please visit the web page of [VFS](#) or the [Embassy](#).