



ROYAL NORWEGIAN EMBASSY

Colombo

Business Visa - Checklist

(Applicable to Norway / Denmark / Iceland / Sweden / Finland)

All applicants should submit their applications, supporting documents and passport personally at VFS Centre, 6th Floor, East Tower, World Trade Centre, Colombo 1. The Centre will accept applications from 08.00 to 16.00 Monday to Thursday and 08.00 to 14.00 on Fridays. Applicants applying via the Application Portal (<https://selfservice.udi.no>) get priority at VFS when they have a booking and during case processing at the Embassy.

The following documentation is to be submitted:

1. a) Completed application form ¹
b) Printed receipt with reference number if applied via the Application Portal
2. Two (02) recent passport size photographs (see instructions attached)
3. Current and previous passports ²
4. Copy of bio-data page, amendment pages and used pages of the current passport
5. Invitation from principals/company in Norway/Sweden/Iceland/ Finland (which is applicable)
6. For Denmark – duly completed Invitation form for business purposes – **VU1** from the principals/company in Denmark. (Refer www.nyidanmark.dk for more details)
For Sweden – **Questionnaire for visa applicants – Appendix A**
7. Letter from company/employer in Sri Lanka indicating purpose and duration of visit, date of appointment, profession, salary particulars and contract of employment
8. Proof of business registration of company/employer in Sri Lanka
9. Bank statements of the company/employer for the past 3 months
10. Payslips for the last three months
11. Travel itinerary (do not purchase air ticket until positive decision is received from the Embassy)
12. A Travel Insurance 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.

- ▶ The documents should be sorted according to the above check-list. ***All photocopies and other documents should be on A4 size paper and do not use any staple pins in your documents.***
- ▶ A non-refundable handling fee of 60 € applies and has to be paid in the local currency according to the current exchange rate.³ For applicants applying via the Application Portal the payment is done in the Application Portal regardless. If any exemption from fee applies the Embassy will refund after receiving the additional documentation.⁴
- ▶ Original documents + 1 set of photocopies should be submitted.
- ▶ Application form should be filled in block letters. Full names (not initials) of persons should be furnished wherever necessary in the application form – viz. parents, siblings, children etc.¹
- ▶ The Embassy may request for additional documents.

NB : Kindly note that you must have sufficient funds to cover your journey to, and stay in Norway / Denmark / Iceland /Sweden / Finland (as the case may be). If you are without funds you can be stopped at the border, even if you have obtained a visa. In certain cases, a financial guarantee for your stay and for your return will suffice from the person or persons you intend to visit. All applicants will be subject to a written interview at the time of submitting the application and/or additional documentation.

Requirements for photographs for visas

¹ Not necessary if applied via Application Portal

² Observe that Official Passports from Sri Lanka are not recognized by Denmark and Estonia according to the Visa Code Handbook Annex 10.

³ Applies only for applications not made in the Application Portal.

⁴ Family member i.e. spouse, children and dependent household member of an EU/EEA citizen and children under six years of age are exempted from fee.

The photograph shall:

- be maximum 6 months old
- be in sharp focus, clear and with good contrasts
- be printed on quality photo paper with high resolution
- be in colours with a light background
- be 35 – 40 mm in width
- full-face, facing the camera directly, eyes looking straight at the camera
- show the whole head and the top of the shoulders. The face shall occupy 70-80% of the picture
- show open eyes that are clearly visible. Hair shall not cover the eyes
- teeth should not be visible

Regarding glasses:

Glasses are allowed as long as the eyes are clearly visible.

- the glasses cannot be coloured
- the rim must not cover any part of the eyes
- there cannot be reflection in the glasses

Regarding head-dress:

Religious head-dresses are allowed provided that all details of the face are clearly shown.

- chin, forehead and both cheeks shall be clearly visible
- shadows in the face due to the head-dress are not allowed

Remarks / Comments

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Signature of Applicant

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Signature of Officer

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Date