

Document list – Short-term stay to visit children in Norway, cf. the Immigration Act section 47

Name:

Date of birth:

Citizenship:

Underneath is a list of the documents you need to submit when you apply for family immigration. Some of the documents should be submitted by you the applicant and others by your sponsor. Mark every submitted document in the check list, fill out the questionnaire and sign the last page. You as the applicant should then submit this checklist, the questionnaire and all the relevant documents at the local police station or a Foreign Service Mission.

You must present the original documents when you apply

You must show your passport and all documents in their original form at the Foreign Service Mission or the police station.

Original documents issued by your country's authorities must be certified by the proper authority

- **Documents from countries where we demand an apostille stamp.** Documents from countries that have ratified the Hague Convention (see list of countries here: http://www.hcch.net/index_en.php?act=states.listing), must have an apostille stamp before you submit your documents to the Foreign Service Mission or the police.
- **Documents from countries where we demand legalisation.** Documents from countries that have not signed the Hague Convention must be legalised by the foreign authority of the country where the document has been issued. Legalisation means that the foreign authority in the issuing country by endorsement has confirmed that the document is signed/issued by the proper authority.

If you are unsure of which rule applies to you, please contact the Norwegian embassy or consulate in the country where you will submit your application.

Bring certified copies of the original documents and translations

The copies must be certified either by a proper authority or a notary public. Documents in languages other than Norwegian, English, German, Spanish or French must be translated into Norwegian or English by an authorised/certified translator. It must be stated on the translation who translated the document and when.

Application papers:

- If you applied through the application portal online, you have to enclose the cover letter (the attachment you received via e-mail when you registered your application). If you cannot apply online, you have to enclose the application form.
- Two new/recent passport size photos
- A filled out and signed document list (this list)

Identity documents for the applicant:

- Passport – copy of all used pages

- For an applicant who is a refugee staying in another country than the one he or she is a citizen of: registration card from UNHCR or equivalent card/letter from the authorities in the country of residence confirming that the applicant is a refugee or asylum seeker. If applicable a document confirming that the applicant is granted asylum in the country.
- Birth certificate
- Household Registration / family book
- If applicable, a written explanation as to why the applicant cannot present one or more of the above mentioned documents

Documentation on your relationship:

- Copy of the sponsor's passport – all used pages
- The sponsor's birth certificate
- Documentation on the applicant's marital status from relevant authority
- If applicable, a written explanation as to why the applicant cannot present any or some of the above documents

Subsistence documentation:

Financial support from the reference person's spouse or cohabitant

As a general rule the reference person in Norway must meet the income requirement. If the reference person does not have sufficient income, the reference person's spouse or cohabitant may fulfill the requirement.

In such cases the reference person's spouse or cohabitant must be able to document that he or she meets the income requirement. The spouse or cohabitant must also submit a written statement declaring that he or she will support the applicant.

You must submit the documentation and the written statement with the application.

If the sponsor works:

- Contract of employment or a confirmation from the employer. In the contract/confirmation it must be clear how long the employment will last and the scope (full time or part-time) of the employment. If your work is temporary, you should enclose a confirmation from your employer if it is possible to prolong your contract.
- The three most recent payslips
- The latest tax settlement notice
- If the sponsor has been a student at the university or university college level, please enclose documentation of the sponsor having accumulated at least 60 credits (or the equivalent) in the year of the latest tax settlement notice. If the sponsor has been a vocational tertiary student (i.e. student above secondary/high school), please enclose a written confirmation that the education was completed within the prescribed time in the year of the latest tax settlement notice.
- If the sponsor had an income below NOK 300 000 before tax in the last fiscal year, the sponsor must submit a written statement from NAV as to whether he or she has received social benefits in the last 12 months.
- If the sponsor had an income above NOK 300 000 before tax the last fiscal year, it is not necessary to submit a written statement from NAV. The sponsor should instead fill out the form "Declaration on social benefits" (<http://www.udiregelverk.no/no/rettskilder/udi-rundskriv/rs-2010-118/rs-2010-118v3>) and submit it together with the application.
- If applicable, a written explanation as to why the applicant cannot present one or more of the above mentioned documents

If the sponsor receives benefits from NAV:

- Decision from NAV which includes information regarding the size and duration of the benefit
- The three most recent payslips from NAV
- The latest tax settlement notice
- If the sponsor has been a student at the university or university college level, please enclose documentation of the sponsor having accumulated at least 60 credits (or the equivalent) in the year of the latest tax settlement notice. If the sponsor has been a vocational tertiary student (i.e. student above secondary/high school), please enclose written confirmation that the education was completed within the prescribed time in the year of the latest tax settlement notice.
- If the sponsor had an income below NOK 300 000 before tax the last fiscal year, the sponsor must submit a written statement from NAV as to whether he or she has received social benefits in the last 12 months.
- If the sponsor had an income above NOK 300 000 before tax the last fiscal year, it is not necessary to submit a written statement from NAV. The sponsor should instead fill out the form "Declaration on social benefits" (<http://www.udiregelverk.no/no/rettskilder/udi-rundskriv/rs-2010-118/rs-2010-118v3>) and submit it together with the application.
- If applicable, a written explanation as to why the applicant cannot present one or more of the above mentioned documents

If the sponsor is self-employed:

- A confirmation that your firm is properly registered in Norway
- A confirmation from your accountant that shows your monthly salary in the last three months
- The latest tax settlement notice
- If the sponsor has been a student at the university or university college level, please enclose documentation of the sponsor having accumulated at least 60 credits (or the equivalent) in the year of the latest tax settlement notice. If the sponsor has been a vocational tertiary student (i.e. student above secondary/high school), please enclose written confirmation that the education was completed within the prescribed time in the year of the latest tax settlement notice.
- If the sponsor had an income below NOK 300 000 before tax the last fiscal year, the sponsor must submit a written statement from NAV as to whether he or she has received social benefits in the last 12 months.
- If the sponsor had an income above NOK 300 000 before tax the last fiscal year, it is not necessary to submit a written statement from NAV. The sponsor should instead fill out the form "Declaration on social benefits" (<http://www.udiregelverk.no/no/rettskilder/udi-rundskriv/rs-2010-118/rs-2010-118v3>) and submit it together with the application.
- If applicable, a written explanation as to why the applicant cannot present one or more of the above mentioned documents

If this applies to the sponsor's current situation:

- Documentation on fixed periodic income, such as insurance payments, private pension schemes or rental income
- Decision regarding your participation in the introduction programme. You should also submit payslips and information regarding the duration of the programme.
- Decision regarding loans and/or grants received in connection with studies. It should be documented which period is covered by the payments (the entire school year or parts thereof).
- Documentation on income abroad corresponding to 88 per cent of salary grade 19 in the pay scale if the sponsor is a Norwegian citizen, a citizen of one of the Nordic

countries, or holds a permanent residence permit (settlement permit) in Norway and has worked abroad

- If applicable, a written explanation as to why the applicant cannot present one or more of the above mentioned documents

Housing documentation:

- The lease or purchase contract for house/apartment

APPLICATION QUESTIONNAIRE

The UDI will consider the answers you provide underneath when we process your application. It is therefore important that your answers are as accurate as possible.

Information about you

1. Address (present and previous)

2. Education

3. Do you live alone? If not, with whom do you live?

4. How do you support yourself financially?

5. Do you have any health problems?

6. When did you come Norway? Or when do you plan to come to Norway?

Information about you and your child in Norway (please use another sheet for writing down this information

7. Please list your closest family (spouse/partner/cohabitant, parents, children, grandchildren). Write down their names, age, place of residence, marital status

8. If any of the persons listed in question four are deceased, please state the time of their death

9. If you are divorced from your former spouse, please state when you got divorced

10. When did you and the reference person last see each other?

11. How and how often do you and the reference person keep in touch?

12. Do you keep in contact with family in your country of origin, or with family resident in other countries?

Date:

Place:

Signature: