

**ROYAL DANISH EMBASSY OTTAWA  
TRAVELLING TO NORWAY**

**Residence and Work permit – Document Checklist**

In order to ensure quick and efficient processing you must prepare all necessary documentation **before** you submit the application package in person to a VFS Global office. Failing to submit all relevant documentation will result in unnecessary delays or rejection.

**All submitted copies must be in English or Norwegian.**

**Personal appearance is mandatory.**

Applications **cannot** be submitted more than 3 months prior to your entry date.

Name: _____ Phone: _____ Email : _____		
Please indicate submitted documentation with <input checked="" type="checkbox"/> . Submit the Document Checklist along with your application and supporting documentation to the Embassy.		
1.	One <b>application form</b> ( <a href="#">download</a> ). Please make sure to fully complete the application form.	<input type="checkbox"/>
2.	<b>Supporting documentation.</b> The required documentation varies depending on the kind of residence or work permit you are applying for. Please read <a href="#">here</a> for detailed information on the requirements specific to your situation.  If part of your documentation is an employment contract, please ensure that <b>both your employer and you</b> have signed the contract.	<input type="checkbox"/>
3.	One <b>passport photo</b> , professionally taken on a white background. Please do not staple, tape or glue the photo to the application as it needs to be scanned.	<input type="checkbox"/>
4.	<b>Copy of your passport data page and all used pages in your passport.</b>	<input type="checkbox"/>
5.	<b>Non-refundable processing fee.</b> See the current permit fee <a href="#">here</a> .	<input type="checkbox"/>

**What happens after you submit your application?**

Your application is forwarded by VFS to the Royal Danish Embassy, who will forward your application for processing to the Norwegian Directorate of Immigration (UDI). Please find the current processing time [here](#).

When UDI has finalized the processing, the Embassy will be notified and given a letter with the decision. The Embassy will in turn forward the decision to you via mail or e-mail. If your permit has been granted you must bring the approval letter with you to Norway and present it to the local police within 7 days. The police will record your biometrics and issue a residence card for you. Please note that you are **not** permitted to enter Norway before a decision has been made.