

**ROYAL DANISH EMBASSY OTTAWA
TRAVELLING TO NORWAY**

Working Holiday / Youth Exchange – 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 documents with <input checked="" type="checkbox"/> . Submit the Document Checklist along with your application and supporting documents to the Embassy.		
1.	<p>One application form (download).</p> <p>In section 4D please select “Other” and specify that you are applying for a youth exchange/working holiday. Please choose one of the following five categories and supply documents if applicable;:</p> <p>Work placement. You have a higher education background and wish to further your skills through employment while also learning more about the Norwegian language, society and culture.</p> <p>Studies. You are studying in Canada and wish to undertake part of your studies at a university or university college in Norway. You can only study at an educational institution that has an exchange agreement with your Canadian place of study.</p> <p>Temporary secondment. You are travelling to Norway to take up a temporary secondment at a Norwegian company as part of your studies or training. This applies to both paid and unpaid work.</p> <p>Holiday work. You are studying at a university or university college in Canada, and wish to work in Norway during your holidays.</p> <p>Tourist. You are visiting Norway as a tourist and wish to work during your stay to earn extra money.</p>	<input type="checkbox"/>
2.	<p>One passport photo, professionally taken on a white background.</p> <p>Please do not staple, tape or glue the photo to the application as it needs to be scanned.</p>	<input type="checkbox"/>
3.	<p>Copy of your passport data page and all used pages in your passport.</p>	<input type="checkbox"/>
4.	<p>A) Proof of sufficient funds. Provide a bank statement (in your name only) showing access to at least 30 276 NOK. The funds must be readily available and cannot be in form of investments.</p> <p style="text-align: center;">OR</p> <p>B) Job offer/ Contract from an employer in Norway. Please ensure that both you and your employer have signed the contract.</p> <p>You can work a maximum of 6 months for the same employer. (Does not apply if you are applying as a trainee)</p>	<input type="checkbox"/>
5.	<p>Proof of transportation i.e.. a purchased ticket or additional funds to pay for one (current amount required is an additional \$1,000 CAD).</p>	<input type="checkbox"/>
6.	<p>A written declaration attesting that upon receipt of the permit, you will purchase adequate travel insurance based on the above mentioned requirements. This declaration must be signed and dated.</p>	<input type="checkbox"/>
7.	<p>Non-refundable processing fee. See the current permit fee here.</p>	<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.