



VISA DOCUMENT CHECKLIST – TOURISM/BUSINESS/VISITING FAMILY AND FRIENDS and other

	List of supporting documents - Canada	YES/NO ✓/✗
1	Travel document must be valid for a minimum of three (3) months after the planned journey, issued within the previous 10 years and have at least two (2) blank pages.	
2	Proof of legal residence in Canada and re-entry document <ul style="list-style-type: none"> • For travellers returning to Canada - original Canadian permanent residence card or visa, <u>which is valid for at least three months</u> after the date of re-entry. In the case of a V-1 visa, a valid study or work permit must be submitted. • For travellers proceeding to onward travel (not returning to Canada), after leaving the territory – travel reservation and relevant visa or travel document authorizing entry into the country of destination. 	
3	Harmonized Schengen visa application form.	
4	Receipt for payment of VISA fee.	
5	Online application https://visa.government.is/ . Confirmation of submitting the online application form must be presented to VFS Global staff.	
6	One (1) passport photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)	
7	Travel medical insurance , valid for all Schengen-countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g., accident, illness, medical emergency evacuation, repatriation etc. The policy must clearly specify the period of validity and must cover the entire duration of the trip including the date of arrival & departure. A photocopy of a Canadian health insurance card must be submitted, if the travel insurance is issued in Canada or by a Canadian entity.	
8	Proof of travel arrangements – Roundtrip flight reservations and flight itineraries for all planned stays in Schengen (if several Schengen States will be visited or of the trip covers several Schengen and non-Schengen countries). All flight reservations and flight itineraries must include a valid airline PNR (booking reference).	
9	Proof of accommodation – Confirmed hotel reservations or other proof of accommodation, stating the name, address and telephone number of the hotel (or other), including the booking confirmation number.	
10	Proof of ties in Canada – Documents providing ties in Canada such as: <ul style="list-style-type: none"> • Proof of owning a property (copies of invoices and property tax notice) • Investments or other financial commitments • Educational or family-related commitments in Canada 	
11	Proof of sufficient funds Bank account statement(s) for the last three (3) months including movements, clearly stating the name of the bank account holder and recent credit card account statements clearly indicate the cardholder’s name. The statements must show that you – during the entire trip – have a minimum 8000 ISK per day for staying in a hotel and 4000 ISK per day if the expenses are borne by a third party and sufficient fund to purchase a round-trip ticket.	
12	Proof of employment, enrolment or financial support <ul style="list-style-type: none"> <input type="checkbox"/> Employed: A recent & signed letter from your employer indicating the start of your employment and your job title. Salary slips for the last three months. <input type="checkbox"/> Self-employed: Your business registration. <input type="checkbox"/> Student: A recent & signed letter from your school, college or university. If applicable a letter stating that all expenses are fully covered. <input type="checkbox"/> Sponsored: A letter stating that all expenses are fully covered. If applicable, documents showing family relationship to sponsor. <input type="checkbox"/> Retired: Proof of retirement savings or other financial support. <input type="checkbox"/> Unemployed: Proof of unemployment benefits or other financial support. 	
13	If applicable, other purpose of visit (Visiting family/friends / Business / Students/Researchers) <i>Check the box for applicable purpose of visit</i>	

	<input type="checkbox"/> Visiting family/friends: The online invitation form is available on https://island.is/en/get-a-visa/supporting-documents (Invitation Letter for visitors). The online sponsorship form is available on https://island.is/en/get-a-visa/supporting-documents (Guarantee form for visits). If no sponsorship form has been presented: copy of the biodata page of the passport or residence permit of the host in Iceland and if applicable, proof of (family) relationship.	
	<input type="checkbox"/> Business/Conferences: An invitation letter from the business partner specifying the nature of the business. Reference letter from the employer; and confirmed accommodation if different from the hotel, stating the name, address and telephone number of the accommodation.	
	<input type="checkbox"/> Students/researchers: Letter from the receiving institution on the length and purpose of the stay. Letter from the home institution on enrolment; and confirmed accommodation.	
14	In case of minors (<18 years) traveling without parents/guardians or with one parent/guardian only: <ul style="list-style-type: none"> • Consent of the parent(s) or the legal guardian(s), certified by a public notary or a commissioner of oaths • Copy of parent(s)' or legal guardian(s)' passport. • Certified copy of minor's birth certificate. 	
Comments by VFS staff:		

INSTRUCTIONS FOR THE APPLICANT

Date and sign this page (below) after page 1-2 have been filled out by VFS Global agent (check marks).

Your application for a Schengen visa will be forwarded by VFS Global to the Embassy of Iceland in Washington for processing.

Normally visa applications are processed within 15 days once received from VFS Global. However, if you have failed to submit mandatory documents at the time of your appointment at VFS Global the process might be delayed, or the application refused.

If VFS Global officer, at the time of your appointment, has indicated that your application is missing documentation and marked it on the table above, you must send the missing documents to the Ministry for Foreign Affairs at visa@utn.is

The Embassy requests you to hand in the missing/required documents within **five (5) days** from the date of your appointment at VFS Global. During the application process, please monitor your spam/junk folders, as emails from the Ministry may accidentally end up there.

Please note that sending personal information by e-mail is at your own risk.

E-mailed documents must meet the following requirements:

- Subject line must include the applicants name as it appears in passport
- Indicate passport number
- Indicate city of application center
- PDF is the only format of documents attachments accepted

WITH MY SIGNATURE I, THE APPLICANT, ACKNOWLEDE THE FOLLOWING

1. I understand that I must submit the indicated missing documents by e-mail to visa@utn.is **within 5 calendar days from the date of my appointment at VFS Global.** I accept that my visa application will be decided without the requested documents and that the decision may be to my disadvantage (delay in the process or refused) if I do not submit the documents within the time limit (5 days) from the date of my appointment at VFS Global.
2. I understand that during the application process, I may be contacted by the Icelandic authorities for an interview process.
3. I understand that any incomplete information or false statements could result in delay in the processing of the application and the Consulate may request more documents in addition to what is listed on page 1/2 and request an interview.
4. I understand that Iceland cannot be considered the Member state competent for examining and deciding on the application if I am staying for a longer period in another member state.
5. I understand that according to Foreign National act, article 20(6)(b) and in accordance with the checklist my Canadian residence permit must be valid for **three months** beyond my intended departure from the Schengen area.
6. I understand that my application will be refused if falsified or forged documents are submitted with the application and hereby declare that all submitted documents are both true and genuine.
7. I understand the visa (if approved) will be issued according to submitted documents and only applicants who fulfill the criteria for multiple entry visa will be granted multiple entry visa.

Date: _____

Signature: _____

VFS officer: _____