


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

List of supporting documents		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	Harmonized Schengen visa application form.		
3	Online application form https://visa.government.is/ . Confirmation of submitting the online application form must be presented to VFS Global staff.		
4	Receipt for payment of VISA fee.		
5	One (1) passport photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm).		
6	Travel medical insurance valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 EUR, for all risks e.g., accident, illness, medical emergency evacuation etc. The policy must clearly specify the period of validity, the coverage area and the entire duration of the trip including the date of arrival and departure.		
7	Flight itinerary – Booking for a round-trip airline ticket with a PNR confirmation.		
8	Proof of accommodation – Travel itinerary including hotel accommodation reservation or similar confirmation of accommodation for the entire trip.		
9	Proof of legal residence in Singapore , valid for at least three months beyond the intended date of departure from the territory of the Member States, such as PR, re-entry permit, employment pass, dependant’s pass, long-term visit pass or student’s pass. <ul style="list-style-type: none"> • If your Singapore residence card does not show the expiry date, either submit the screenshot from the SGWorkpass app or a copy of your MOM approval in principal letter 		
10	Proof of employment/students/sponsored <input type="checkbox"/> Employed: <ul style="list-style-type: none"> • Statement from employer stating the purpose and duration of travel, including monthly income and the date of your commencement of employment. • if self-employed: evidence of business ownership (company registration) or latest copy of your ACRA bizfile. <input type="checkbox"/> Students: <ul style="list-style-type: none"> • Proof of enrollment at a Singapore educational institution (university or school). <input type="checkbox"/> Sponsored: <ul style="list-style-type: none"> • proof of sponsorship and a letter from the sponsor as well as copy of the sponsor’s photo ID (e.g., passport, residence permit card). • If sponsored by spouse, please provide marriage certificate. 		
11	Proof of sufficient funds Recent personal bank statement with applicant's name showing movements in the last three months, duly stamped, and signed by the bank: <ul style="list-style-type: none"> • Should be provided by all applicants regardless of sponsorship. • The account should be in the name of the applicant or the sponsor of the trip. In case of a sponsor, the bank statement should be accompanied by a signed sponsorship letter and a signed copy of the sponsor’s passport. • The statements must show that you - during the entire trip - have 8000 ISK per day for staying in a hotel or 4000 ISK per day if the expenses connected with the stay are borne by a third party. 		

12	If applicable, other purposes of visit (Visiting family/friends / Business) <i>Check the box for applicable purpose of visit</i>		
	<input type="checkbox"/> Visiting family/friends: <ul style="list-style-type: none"> • In case of visiting spouse living in Iceland - copy of Marriage Certificate or proof of cohabitation. • Proof of family relationship if applicant is visiting close relatives. • Filled out online invitation form from here: https://island.is/en/get-a-visa/supporting-documents (Invitation Letter for visitors). • Filled out online sponsorship form from here: https://island.is/en/get-a-visa/supporting-documents (Guarantee form for visits) <p>copy of real estate property (title-deed), bank account, marriage certificate, birth certificate of children (if relevant, or other proof of social or financial ties in Thailand</p> <input type="checkbox"/> Business: <ul style="list-style-type: none"> • A letter of invitation from the applicant's business partner in the Schengen area stating the purpose and duration of the visit. • A guarantee letter from the applicant's employer, stating the details of the applicant, the employment duration, designation, purpose and duration of travel. 		
13	In case of minors (< 18 years) travelling alone: <ul style="list-style-type: none"> • For minors intending to travel without their parents/legal guardians, the application is to be submitted by parents/legal guardians who must present the minor's birth certificate and give their written consent. • If parents/legal guardians are not present in Singapore their written consent should be legalised by the relevant embassy, in the place of residence of the parents/legal guardians Minors travelling with only one parent; <ul style="list-style-type: none"> • A signed letter of consent from both parents or the non-travelling parent • A copy of the parent's passport bio-data page and the signature in the passport must be submitted. • If applicable, a copy of the parent's legal status in Singapore - PR/EP/DP/LTVP Minors travelling with both parents; <ul style="list-style-type: none"> • a copy of birth certificate and/or marriage certificate as evidence of relationship for family members travelling together. 		

INSTRUCTIONS FOR THE APPLICANT

Date and sign this page (below) after page 1 has 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 Tokyo 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 an 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 Embassy at visa.tokyo@utn.is and 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 Embassy 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 be the applicant's name as it appears in passport
- Passport number
- 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 documents by e-mail to visa.tokyo@utn.is and 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 above 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 passport 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: _____