


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.		
	For Non-Philippine Nationals - Proof of residence or legal stay in the Philippines (such as Alien Certificate of Registration Identity Card (ACR I-Card), Long Stay Visitor Visa Extension (LSVVE), Special Resident Retiree's Visa (SRRV)) • The document must be valid at least 3 months beyond the date of departure from the territory of the Schengen Member States		
9	Copy of travel itinerary – cover letter and detailed day-to-day itinerary.		
10	Proof of ties to the Philippines <ul style="list-style-type: none"> • Proof of social security contributions, if relevant. • Copy of real estate property – title-deed, if relevant. • Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA). 		
11	Proof of employment/students		
	<input type="checkbox"/> Employed: <ul style="list-style-type: none"> • Certificate of employment, certificate of leave absence and latest Income Tax Return. • If self-employed: Proof of company registration issued by the Department of Trade Industry (DTI)/Securities Exchange Commission SEC registration of business, latest Income Tax Return and business Financial Statement. 		
	<input type="checkbox"/> Students: <ul style="list-style-type: none"> • Proof of enrollment and certificate of leave absence if travelling during school year. 		
12	Proof of sufficient funds Recent personal bank statement with applicants' name showing movements and Average Daily Balance in the last six months: <ul style="list-style-type: none"> • The account should be in the name of the applicant. Should be provided by all applicants. • In case of a minor; bank documents of parent(s)/sponsor, the bank statement should be accompanied by a signed sponsorship letter and a signed copy of the parent(s)/sponsor's passport. 		

	<ul style="list-style-type: none"> 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. 		
13	<p>If applicable, other purposes of visit (Visting family/friends / Business) <i>Check the box for applicable purpose of visit</i></p>		
	<p><input type="checkbox"/> Visiting family/friends:</p> <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> <p><input type="checkbox"/> Business or an official visit:</p> <ul style="list-style-type: none"> Certificate from the employer: letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile, etc. Invitation from the inviting company or organisation: the letter should contain the following information: – relevant personal data of the invited person, – the invited person’s function, – length of the visit, – purpose of the visit and activity to be undertaken during the stay; – who is to cover the cost of the stay; and – name and position of the counter signing person. Proof of recent business contacts: Proof of continued business relation between the two companies (e.g. contracts, invoices), if relevant. <p><input type="checkbox"/> Participants in commercial fair, congress, cultural or sports events:</p> <ul style="list-style-type: none"> A personalised letter containing the relevant personal data of the invited person and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity. <p><input type="checkbox"/> Study, research or other types of internship:</p> <ul style="list-style-type: none"> Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or – Cover letter from the inviting company. 		
14	<p>If travelling with spouse and/or children:</p> <ul style="list-style-type: none"> Marriage contract certified by the Philippine Statistics Authority (PSA). Birth certificates of children certified by the Philippine Statistics Authority (PSA). <p>In case of minors (< 18 years) travelling alone or with only one parent;</p> <ul style="list-style-type: none"> written consent of the non-travelling parent/legal guardian or proof of sole custody of the travelling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required. Copy of bio data page of parent(s) or legal guardian’s passport. Birth certificate certified by the Philippine Statistics Authority (PSA). If travelling alone: Department of Social Welfare and Development (DSWD) clearance. 		

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: _____