



List of supporting documents – United Arab Emirates		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.	Valid residence permit in the United Arab Emirates (UAE): <ul style="list-style-type: none"> Residence permit valid three months beyond the intended date of departure from the territory of the Member States or, for GCC citizens, a UAE-ID-card, valid for three months after the intended departure date from the territory of the Member States. 	
3.	Harmonized Schengen visa application form.	
4.	Online application https://visa.government.is/ . Confirmation of submitting the online application form must be presented to VFS Global staff by displaying the confirmation email.	
5.	One (1) passport photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)	
6.	Receipt for payment of VISA fee.	
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.	
8.	Proof of flight reservation – Copy of flight ticket or flight reservation including return flight.	
9.	Proof of accommodation – Hotel reservation, proof of rental or ownership of real estate in the Member State of destination, confirmation of private accommodation, mentioning that the host will cover the accommodation costs or conformation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.	
10.	Proof of sufficient funds - Verifiable evidence of sufficient means of subsistence during intended stay, such as payslips, a valid international credit card accompanied by bank statements, a bank account statements for the last three months or a national form for proof of sponsorship and/or accommodation. The statements must show that you- during the entire trip – have as <u>minimum 8000 ISK per day for staying in a hotel and 4000 ISK per day if the expenses are borne by a third party.</u>	
11.	Proof of employment - Original letter from the employer stating the applicant's employment status, position, length of contract and salary. If self-employed: Valid original trade licence.	
12.	If applicable, other purpose of visit (Tourism / Visting family/friends / Business / Study). <i>Check the box for applicable purpose of visit</i>	
	<input type="checkbox"/> Tourism: Full travel itinerary	
	<input type="checkbox"/> Visiting family/friends: Invitation letter signed by the host covering the period of the intended stay. 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).	
	<input type="checkbox"/> Business Invitation letter from a company or an authority to attend a meeting, conference or event or other documents which shows the existence of trade relations for work purposes (e.g. confirmed registrations for trade fairs or congresses).	
	<input type="checkbox"/> Study or training: A certificate of enrolment at an educational establishment for the purposes of attending vocational or theoretical courses within the framework of basic and further training. Student cards or certificates of the courses to be attended.	
	<input type="checkbox"/> Official delegation/mission Letter issued by the authority(-ies) concerned confirming identity of the applicant(s), purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations), period if intended stay and accommodation details.	
13.	In case of minors (<18 years) traveling without their parents/legal guardian: <ul style="list-style-type: none"> Original authorization signed by their parents/legal guardian in front of a visa officer or duly legalized. Copy of passport(s) of parents/legal guardian. 	
14.	Airport transit – Valid visa for the country of next or final destination and proof of the intention of carrying out the onward journey, i.e. copy of ticket or reservation of ticket for onward journey.	
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 New Delhi 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.nde@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 missing 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 documents by e-mail to visa.nde@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 and will therefore be rejected.
5. I understand that according to Foreign National act, article 20 (6) (b) and in accordance with the checklist, my United Arab Emirates 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: _____