Embassy of Iceland
London

**VISA DOCUMENT CHECKLIST – TOURISM/BUSINESS/VISITING FAMILY AND FRIENDS AND OTHER**

| | List of supporting documents – United Kingdom | 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.<br>If expired passports contain valid or expired visa stickers they should be submitted. | |
| 2. | Harmonized Schengen visa application form. | |
| 3. | Confirmation of online **registration at** https://visa.government.is/ must be presented to VFS Global staff by displaying the confirmation email. | |
| 4. | One (1) passport **photograph** (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.) | |
| 5. | **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. | |
| 6. | **Flight booking:** roundtrip flight reservation with valid PNR number and name of applicant.<br>If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental. | |
| 7. | **Proof of accommodation:** hotel reservations, rental of holiday home or campus residence reservation.<br>If you intend to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. If you are travelling to several Schengen states, proof of accommodation in each of them. | |
| 8. | **Proof of sufficient funds**<br>Original personal UK Bank Statement with applicant's name showing movements in the last three (3) months, all pages must be duly stamped, and signed by the bank:<br>- Should be provided by all applicants regardless of sponsorship.<br>- 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.<br>Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap.<br>The statements must show that you- during the entire trip – have as minimum 8000 ISK per day for staying in a hotel and 4000 ISK per day if the expenses are borne by a third party. | |
| 9. | **Proof of employment/student/sponsorship/retired/unemployment** | |
| | ☐ **Employed:**<br>- Recent, official and signed letter from their employer with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated.<br>- Pay slips for the last three months. | |
| | ☐ **Self-employed:**<br>- Recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company.<br>- Self-assessment form edited by revenue and customs authorities. | |
| | ☐ **Student**:<br>- Recent, official and signed letter from school, college or university in the United Kingdom stating date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record. | |
| | ☐ **Sponsored:**<br>- 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 the applicant is financially supported by:**<br>- His/her spouse: a marriage certificate, the spouse's bank account statements and a statement of will to support the spouse.<br>- His/her parent(s): proof of family relationship, e.g. birth certificate, the parent(s) bank account statement and a statement of will to support the applicant. | |
| | ☐ **Retired**:<br>- Pension statements for the last three months.<br>- Proof of regular income generated by ownership of property or business. | |
| | ☐ **Unemployed:**<br>- Proof of sponsorship or proof of sufficient funds. | |

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| 10. | If applicable, other purpose of visit (Visiting family/friends / Business / Study).<br>*Check the box for applicable purpose of visit* | |
| | ☐ **Visiting family/friends:**<br>- **Proof of invitation or letter of sponsorship.** 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).<br>- Copy of data page of passport or residence permit of host in the Member State.<br>- Proof of family relationship. | |
| | ☐ **Business/Conferences:**<br>- An invitation from a firm or an authority to attend meetings, conferences, or proof of registration for events connected with trade, industry or work<br>- Other documents that show the existence of trade relations or relations for work purposes<br>- Entry tickets or registration for fairs and congresses. | |
| | ☐ **Study or Professional training:**<br>- A certificate of enrolment at an educational establishment (school, university, college, etc.) for the purposes of attending vocational or theoretical courses for basic and further training<br>- Student card or certificate of the courses to be attended<br>- Documents in relation to accommodation, or proof of sufficient means to cover the accommodation<br>- Internship agreement, if relevant. | |
| | ☐ **Official delegation travelling on the basis of an official invitation addressed to the government of the third country concerned, to participate in meetings, consultations, negotiations or exchange programs, as well as in events held in the territory of a Member State by intergovernmental organizations.**<br>- A letter issued by an authority of the third country concerned confirming that the applicant is a member of the official delegation travelling to a member state to participate in the abovementioned events, accompanied by a copy of the official invitation from the intergovernmental organization in the Member State; or note verbale | |
| 11. | **In case of minors (<18 years) traveling:**<br>• Birth certificate<br>• If the minor is travelling alone or with only one parent<br>  • original passports of both parents or certified copy of the biodata page of the passports<br>  • proof of consent of parental authority or legal guardian<br>  • British School Certificate<br>• In case of sole custody<br>  • birth certificate mentioning one parent, death certificate of absent parent or court ruling | |
| 12. | **Proof of residential status:**<br>• please submit valid share code. See here: https://www.gov.uk/view-prove-immigration-status.<br>• residential status must be valid for **one month** beyond the intended departure from the Schengen area. | |
| 13. | **Airport transit:** Visa or entry permit for the country of final destination and confirmed tickets for the onward journey. | |
| Comments by VFS staff: | | |

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## 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 London 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@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 include the applicant´s 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@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 Embassy 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 in accordance with the checklist my U.K. residential status must be valid for **one month** 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: _____