



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

- 1) Go to <https://visa.government.is> and complete the visa application form.
2) Print and sign the application form <https://visa.government.is/>.

	List of supporting documents	YES/NO ✓ / X
1	The 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. Provide previous old/cancelled passports – including any valid visas for Schengen or USA/UK (issued in last three years).	
2	Online application form https://visa.government.is/ . Printed and signed by the applicant. Harmonized Schengen visa application form. Both application forms must be submitted with the application.	
3	One (1) passport photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)	
4	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 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.	
5	Proof of Transportation - Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental. Please note that the tickets do not have to be paid, only the flight booking needs to be submitted. Travel plan covering all the within Schengen area.	
6	Proof of accommodation – Hotel reservations, rental of holiday home or campus residence reservation. 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.	
7	If applicable, other purpose of visit (Visiting family/friends / Business / Conferences) <ul style="list-style-type: none"> • 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, if applicable proof of (family) relationship. • Business/Conferences: Original signed invitation from a firm or authority to attend meetings, training or conferences. The invitation letter must explain the nature and duration of stay. • Special for Conferences and Fairs: (Paid) proof of registration for events connected with trade, industry or work. 	
8	Proof of employment/student/sponsorship/retired/unemployment Employed: <ul style="list-style-type: none"> • 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. • Pay slips for the last three months. Self-employed: <ul style="list-style-type: none"> • 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. • Self-assessment form edited by revenue and customs authorities. Student: <ul style="list-style-type: none"> • 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. 	

	<p>Sponsored:</p> <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) <p>If the applicant is financially supported by:</p> <ul style="list-style-type: none"> his/her spouse: a marriage certificate, the spouse's bank account statements and a statement of will to support the spouse. her/his 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. <p>Retired:</p> <ul style="list-style-type: none"> pension statements for the last three months. proof of regular income generated by ownership of property or business. <p>Unemployed:</p> <ul style="list-style-type: none"> proof of sponsorship or proof of sufficient funds. 	
9	<p>Proof of sufficient funds</p> <p>Original personal UK Bank Statement with applicant's name showing movements in the last three (3) months, duly stamped, and signed by the bank:</p> <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. <p>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.</p>	
10	<p>In case of minors (<18 years) traveling:</p> <ul style="list-style-type: none"> If the minor is traveling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor. If the minor travels alone (without parents), written consent from both parents or guardian having custody of the minor. A photocopy of both parents' passports. If not, copies of the photo ID card with signature of the parents A photocopy of Birth certificate. 	
11	<p>Copy of UK residence card/sticker (original UK residence permit must be shown at VFS). The UK residence permit must be valid for at least three (3) months after your return date from the Schengen area.</p>	
Comments by VFS staff:		
MISSING DOCUMENT(S) HIGHLIGHTED ABOVE/ AUTHENTICITY OF DOCUMENTS		
<p>The Embassy requests you to hand in the missing/required documents within five (5) days from today. If the Embassy has not received the documentation by this deadline, the Embassy will make a decision based on the documents submitted.</p> <p>I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day one (1) of five (5).</p> <p>Please submit missing documents to visa@utn.is, include in the email your full name and passport number. Please note that you could still be asked for additional documents and/or may be called for an interview.</p> <p>Any incomplete information or false statements could result in delay in the processing of the application.</p> <p>Furthermore, I hereby declare that all submitted documents are both genuine and true.</p>		
Applicants Name:		Applicant Signature:
VFS Staff Name:		VFS Staff Signature:
Date and Place:		

