



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

	List of supporting documents	YES ✓	NO ✗
1.	The travel document must be valid for a minimum of 3 months from the date of departure from the Schengen area. Issued within the previous 10 years and have at least 2 blank pages. If available, a copy of entry/exit stamps of the Schengen area from previous passports.		
2.	Schengen Visa Application. Printed and signed by the applicant, along with one passport-style photograph (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)		
3.	Online application form https://visa.government.is/ . Confirmation of submitting the online application form must be presented to VFS Global staff.		
4.	Travel medical insurance (insurance card is NOT sufficient) valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 USD (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.		
5.	Proof of Transportation - Roundtrip flight reservation with PNR number and the name of traveler. If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.		
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.	Cover letter from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.		
8.	Proof of employment/sponsorship/retired		
	<input type="checkbox"/> Employed: <ul style="list-style-type: none"> pay slips for the last three months. employment contract and holiday approved/leave letter from employer. 		
	<input type="checkbox"/> Self-employed: <ul style="list-style-type: none"> certificate of registration of the company. including its goods and services tax (GST) registration number for companies based in India. Business bank account statement and proof of income tax return (barcode verifiable). 		
	<input type="checkbox"/> Students: <ul style="list-style-type: none"> certificate of the establishment at which the applicant is enrolled 		
	<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. 		
	<input type="checkbox"/> Retired: <ul style="list-style-type: none"> pension statements for the last three months. proof of regular income generated by ownership of property or business. 		
9.	Proof of sufficient funds Original personal bank statement with applicant's name showing movements in the last three months, all pages must be duly stamped, and signed by the bank: <ul style="list-style-type: none"> Should be provided by all applicants regardless of sponsorship. 		

	<ul style="list-style-type: none"> 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>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.</p> <p>Indian income tax return (ITR) acknowledgment:</p> <ul style="list-style-type: none"> Provide ITR for the last two assessment years. 		
10.	If applicable, other purposes of visit (Visting family/friends / Business)		
	<input type="checkbox"/> Visiting family/friends: 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)		
	<input type="checkbox"/> Business: Signed invitation containing contact details of the inviting party and cover letter from the applicant's employer. Both letters must confirm as minimum; <ul style="list-style-type: none"> the applicant's identity; the purpose of the journey (meetings, conferences, training or business-related events); and the period and place of intended stay. 		
11.	In case of minors (< 18 years) traveling: <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, in which case a court order or other proof of sole custody or guardianship must be provided. If the minor travels alone (without parents), written consent, certified by a public notary of both parents or guardians having custody of the minor. A photocopy of both parents' passports. If not, copies of the photo ID card of the parents, if not applicable a photocopy of a birth certificate of the applicant and copies of the ID cards of the parents. 		
Comments by VFS staff:			

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 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 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.nde@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 Indian 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: _____