



BUSINESS/STUDY/CULTURE VISA – DOCUMENT CHECKLIST		Yes	No
1.	Schengen Visa Harmonized application form Online application https://visa.government.is/ . <ul style="list-style-type: none">Confirmation of submitting the online application form must be presented to VFS Global staff by displaying the confirmation email.	✓	✗
2.	One recent colored passport photo <ul style="list-style-type: none">White background and must not be more than 6 months old		
3.	Receipt for payment of VISA fee		
4.	Original passport/ Travel document <ul style="list-style-type: none">Must be valid for at least three months after departure from the Schengen area.Must have been issued within the last ten years.Must have two blank pages		
5.	Original old passport with current U.S. resident visa (if applicable) and previous Schengen visas with entry and exit stamps for the last 5 years		
6.	Basis for stay in the U.S. <ul style="list-style-type: none">Valid original U.S. Resident Alien Card or valid U.S. resident visa, including I-94 online registration, orValid original EAD card. Please submit the I-512L form if the EAD card is not valid for reentry into the U.S.Students (F1) should also present original I-20 with valid travel endorsement signature.Exchange visitors (J1) should also present an original DS-2019 with valid travel endorsement.If returning to the U.S., the resident permit/resident visa <u>must</u> be valid for at least three months exceeding the last day of intended stay in Iceland/ Schengen		
7.	Proof of sufficient funds for the intended journey <ul style="list-style-type: none">U.S. bank statements or U.S. credit card statements in your name from the previous 3 months.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 and sufficient funds to purchase a round-trip ticket.		
8.	Proof of invitation / participation in conference or research program <ul style="list-style-type: none">Signed invitation from hostSigned invitation letter from the foreign business partner stating the nature, duration of your stay and number of entries required.If you are attending a conference, you must provide confirmation that you have been accepted for the conference and paid the registration fee.If you are a student or researcher, a certificate from the receiving institution, stating the length and purpose of the visit.		
9.	Proof of employment, enrolment, financial support <ul style="list-style-type: none">If employed, you must provide a letter from your employer indicating the start of your employment and your job title.If working dependent visa holder (H4, L2, F2), you must provide a color copy of your EAD card.If self-employed, you must provide your latest tax returns (1040) and business registration.		
10.	Flight booking , Roundtrip flight reservation. If the applicant is traveling to several Schengen countries, proof of intra-Schengen flight or train bookings or car rental booking, include a travel itinerary specifying travel within the Schengen area.		
11.	Hotel/ hostel reservation in your name covering <u>every day</u> of your stay in the Schengen area.		
12.	Travel medical insurance (insurance card is NOT sufficient) the policy must clearly specify: <ul style="list-style-type: none">Must be valid for the entire stay in the Schengen area, including the date of arrival and departure.Must be valid throughout the territory of the Schengen area.Minimum medical and repatriation coverage is \$30,000		



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 Washington D.C. 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 in page 1, 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 be 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@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 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 U.S. resident permit or U.S. resident visa 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: _____