



TOURIST VISA APPLICATION CHECKLIST

In order to ensure quick and efficient visa processing you must prepare all necessary documentation before you submit the application package to VFS Global. Failing to submit all relevant documentation will result in unnecessary delays or might lead to a refusal of your application. Therefore, please do not approach the visa reception before you have collected all supporting documentation. Personal appearance is requested for applicants applying for a Schengen visa to Iceland for the first time.

Information about the application will be shared with the other Schengen countries and applying under false circumstances may affect future applications for the Schengen area.

English translations must accompany the documents not originally in English. The application supporting documents should be handed in on US Letter papers:

☐ **Travel document**

- Your passport or travel document must be valid for minimum three months after the intended departure from the Schengen area,
- It shall contain at least two blank pages,
- It shall have been issued within the past 10 years,
- It should not have any observation regarding the front data page.

☐ **Application form**

- Fully completed application form and signed by the applicant. Please note that any incomplete information or false statements could result in delay in the processing of the application. You can complete the application online on the following website: <https://visa.government.is>

☐ **Photograph**

- One recent original passport-size color [photograph](#) with white background. Photograph should not be older than six months.

☐ **Covering letter**

- A covering letter from the applicant introducing himself/herself, explaining the purpose, duration & itinerary of the visit in brief.

☐ **Proof of Legal Residence in the United States**

- Valid original U.S. Resident Alien Card (Green card) or a valid U.S. visa including the I-94 online registration or valid original EAD card if it serves as advance parole. The Resident Alien Card, visa or EAD must be valid for at least three months after the intended departure from the Schengen area.
- Students: A valid I-20 form (signed by the school within 6 months) or letter from the school on official letterhead with stamp, date, name/position/signature of the countersigning officer with contact information stating the name of the applicant, years of studies and an approval of absence for the duration of travel.



☐ **Proof of employment or studies**

- Employment: the employer's letter on official letterhead with contact information, stamp, date, the name and position of the countersigning officer. The letter needs to state the name and position of the applicant, the duration of employment, salary and approval of absence for the duration of travel.
- If applicant is self employed he must hand in his latest tax returns (1040) and his business registration.
- Students that do not possess a valid I-20 form must provide a proof of enrolment.

☐ **Travel Medical Insurance**

- You must hold a travel insurance policy to cover possible expenses in connection with a return for all risks e.g. accident, illness, medical emergency evacuation etc. during your stay. The insurance policy must cover all the Schengen countries, and the minimum policy coverage is Euro 30,000 or US Dollar 35,000. The insurance policy must be valid for the entire duration of the intended stay. The validity of the visa may be shortened if the insurance policy does not cover the entire duration of the stay. You must ensure always to have a valid Schengen travel insurance during your stays in the Schengen area. The border authorities may ask to see proof of a valid insurance when you enter Schengen.
- Please note: presenting just the copy of the medical insurance card is not sufficient, you need to present a confirmation letter from your insurance company stating clearly that you have international coverage for: any emergency medical expenses, emergency hospital treatment and repatriation for medical reasons.

☐ **Proof of means of Transport**

- 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.

☐ **Proof of Lodging**

- Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation is required from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (hereinafter 'national form'). If applicant is travelling to several Schengen States, proof of lodging in each of them should be submitted.

☐ **Proof of Financial means**



- Original bank statement showing movements in the last three months, duly stamped and signed by the bank. 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.
- Retirees must provide proof of Supplemental Security Income (SSI) or retirement savings or other financial support.
- Unemployed must provide unemployment benefits or other financial support

☐ **Minor Applicant**

- Minors must submit their birth certificate. If the document is not in English, a notarized copy must be provided.
- Valid original U.S. Resident Alien Card (Green card) or a valid U.S. visa including the I-94 online registration or valid original EAD card if it serves as advance parole. The Resident Alien Card, visa or EAD must be valid for at least three months after the intended departure from the Schengen area.
- If the minor is travelling with only one parent, notarized consent of the other parent or guardian, and a signed copy of their passport or other photo ID. In case a person has sole custody or guardianship of the minor, proof of this should be submitted.
- If the minor travels alone (without parents), notarized consent, from both parents or legal guardians of the minor; as well as signed copies of the passports or other photo ID of the parents or legal guardians.
- All minors must be accompanied by both parents or legal guardians and sign the application form in front of a VFS officer. Except in cases where, the child is traveling with one parent to visit the other parent, who is residing in Iceland.

☐ **Passport Copy**

- All applications must contain a full colour photocopy of the valid passport - all pages of the passport are required. If there are any valid visas for Schengen or USA/UK/Canada/Australia (issued in last three years) in the old/cancelled passport then a colour photocopy of the visa pages and passport data pages are required.

☐ **General Information**

- **All documents should be provided in US Letter size.**
- Please submit only photocopies of all documents, as we do not guarantee the return of any original documents, but do carry original documents at the time of submission. The Embassy reserves the right to request the original of any document provided at any point during visa processing.
- **English translations must accompany the documents not originally in English.**
- The applicants should allow for a processing time of minimum 15 days, excluding the VFS handling time back and forth to the Iceland Embassy.