



## STUDY/SPORT/CULTURAL/FILM CREW CHECKLIST

| List of supporting documents |  | YES<br>✓ | NO<br>✗ |
|------------------------------|--|----------|---------|
| 1.                           | The <b>travel document</b> 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.                           | <b>Schengen Visa Application.</b> 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 <b>application form</b> <a href="https://visa.government.is/">https://visa.government.is/</a> . Confirmation of submitting the online application form must be presented to VFS Global staff.   |          |         |
| 4.                           | <b>Travel medical insurance</b> (insurance card is NOT sufficient) valid for all Schengen countries. The insurance must cover the applicant for at least 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.                           | <b>Proof of Transportation</b> – 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. 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.                           | <b>Proof of accommodation</b> – 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.                           | <b>Cover letter</b> from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.  |          |         |
| 8.                           | <b>Proof of employment/sponsorship/retired</b>   |          |         |
|                              | <input type="checkbox"/> <b>Employed:</b>  |          |         |
|                              | <ul style="list-style-type: none"> <li>• pay slips for the last three months.</li> <li>• employment contract and holiday approved/leave letter from employer.</li> </ul>   |          |         |
|                              | <input type="checkbox"/> <b>Self-employed:</b>   |          |         |
|                              | <ul style="list-style-type: none"> <li>• certificate of registration of the company.</li> </ul>  |          |         |
|                              | <input type="checkbox"/> <b>Sponsored:</b>   |          |         |
|                              | <ul style="list-style-type: none"> <li>• proof of sponsorship and a letter from the sponsor as well as a copy of the sponsor's photo ID (e.g., passport, residence permit card).</li> <li>• If sponsored by spouse, please provide marriage certificate.</li> </ul>  |          |         |
|                              | <input type="checkbox"/> <b>Retired:</b>   |          |         |
|                              | <ul style="list-style-type: none"> <li>• pension statements for the last three months.</li> <li>• proof of regular income generated by ownership of property or business.</li> </ul>   |          |         |
| 9.                           | <b>Proof of sufficient funds</b><br>Original personal <b>bank statement</b> with applicant's name showing movements in the last three months, duly stamped, and signed by the bank: <ul style="list-style-type: none"> <li>• Should be provided by all applicants regardless of sponsorship.</li> <li>• 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.</li> </ul> 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.<br><br>Indian <b>income tax return (ITR)</b> acknowledgment: <ul style="list-style-type: none"> <li>• Provide ITR for the last two assessment years.</li> </ul> |          |         |

|                               |  |  |  |
|-------------------------------|--|--|--|
| 10.                           | <p>Journeys undertaken for <b>study</b></p> <p>A cover letter from the Indian organization/school containing:</p> <ul style="list-style-type: none"> <li>• Name and date of birth of the applicant:</li> <li>• An outline of the applicant’s itinerary, purpose of visit, how/why the trip is relevant to their current studies, and the period of intended stay in Iceland/Schengen:</li> <li>• Copy of student cards or certificates of the organization/school/establishment:</li> </ul>  |  |  |
| 11.                           | <p>Journeys undertaken to attend <b>cultural, sports or religious</b> events:</p> <ul style="list-style-type: none"> <li>• Invitation from Organizer or such:</li> <li>• Entry tickets to event – if applicable:</li> <li>• Enrolment – if applicable:</li> <li>• Programs:</li> </ul>   |  |  |
| 12.                           | <p>Journeys undertaken for <b>Film Crew</b>:</p> <ul style="list-style-type: none"> <li>• Letter from film company – specifying title, synopsis and shooting locations of film:</li> <li>• Complete list of names of travelling crew members along with their roles:</li> <li>• Letter from agency in Iceland confirming arrangements for film permits:</li> <li>• Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.</li> </ul>   |  |  |
| 13.                           | <p><b>In case of minors (&lt; 18 years) traveling:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If the minor travels alone (without parents), written consent, certified by a public notary of both parents or guardians having custody of the minor.</li> <li>• 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.</li> </ul> |  |  |
| <p>Comments by VFS staff:</p> |  |  |  |

## 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 in page 1, you must send the missing documents to the Embassy at [visa.nde@utn.is](mailto:visa.nde@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](mailto:visa.nde@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'm 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 visa.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

VFS officer: \_\_\_\_\_