



## VISA DOCUMENT CHECKLIST – BUSINESS

- 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 ✓ / ✗
1	The <b>travel document</b> 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	Filled out online <b>application form</b> <a href="https://visa.government.is/">https://visa.government.is/</a> Printed and signed by the applicant. Filled out harmonized Schengen visa application form. <b>Both</b> application forms <b>must</b> be submitted with the application.	
3	One (1) passport <b>photograph</b> (max. 6 months old, on a white background, measuring 3.5 x 4.5 cm.)	
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 Euros, 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	<b>Proof of Transportation</b> - 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	<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>Proof of employment/sponsorship/study/retired</b> <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> <b>Self-employed:</b> <ul style="list-style-type: none"><li>– certificate of registration of the company.</li></ul>	

	<p><b>Student:</b></p> <ul style="list-style-type: none"> <li>– letter confirming enrolment in the college/university</li> </ul> <p><b>Sponsored:</b></p> <ul style="list-style-type: none"> <li>– 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)</li> <li>– If sponsored by spouse, please provide marriage certificate.</li> </ul> <p><b>Retired:</b></p> <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>	
8	<p><b>Proof of sufficient funds</b></p> <p>Original personal bank statement with applicant's name showing movements in the last three months, duly stamped, and signed by the bank:</p> <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> <p>The statements must show that you - during the entire trip - have 4000 ISK per day for staying in a hotel or 2000 ISK per day if the expenses connected with the stay are borne by a third party.</p> <p>Indian income tax return acknowledgment for the last two assessment years.</p>	
9	<p>A <b>cover letter</b> from the Indian organization or company containing following details; the applicant's identity; the purpose of the journey (meetings, conferences, training or business-related events); and the period and place of intended stay.</p>	
10	<p>Signed <b>invitation</b> containing contact details of the inviting party; the applicant's identity; the purpose of the journey (meetings, conferences, training or business-related events); and the period and place of intended stay.</p>	
11	<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.</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, in which case a court order or other proof of sole custody or guardianship must be provided.</li> </ul>	

	– 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.	
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Comments by VFS staff:
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MISSING DOCUMENT(S) HIGHLIGHTED ABOVE

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.

I understand that I must provide the above missing documentation within 5 days. Signature date below counts as day one (1) of five (5).

Please submit missing documents to [visa@utn.is](mailto: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. Note that forwarding such documents via unencrypted e-mail is at your own risk.

Any incomplete information or false statements could result in delay in the processing of the application.

Kind regards, The Embassy of Iceland, New Delhi, Visa Section.

Applicants Name:	Applicant Signature:
VFS Staff Name:	VFS Staff Signature:

Date and Place: