



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 A4 papers:

1. 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.

2. 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. The application form can be downloaded in English on the following page: [Application form in English](#)

3. Photograph

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

4. Travel itinerary

Itinerary covering the whole trip in Iceland and all Schengen Member States, stating the planned dates and places of stay. Evidence of accommodation (hotel reservations) for the whole trip in the Schengen area, including the names of hotels and their telephone and fax numbers as well as duration of stay in different hotels.

5. Covering letter

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

6. 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 50,000. 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. For a list of approved Indian Travel Insurance Companies, please [click here](#).

7. 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.

8. 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.

9. 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.
- Indian income tax return acknowledgment for the last two assessment years;

In addition to it, if the applicant is employed:

- payslips for the last three months
- employment contract
- employers statement on approval for holidays

If the applicant is a company owner or self-employed:

- certificate of registration of the company

If the applicant is retired:

- pension statements for the last three months
- proof of regular income generated by ownership of property or business

10. Minor Applicant



- if the minor is travelling with only one parent, written 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), written; 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.

11. 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.

12. General Information

- Copy of Highest Educational Certificate of the applicant.
- Explanatory letter in case applicant has not travelled on his/her previous Schengen visa.
- **All documents should be provided in A4 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.