



BUSINESS 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. 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](#)

2. Photograph

- One recent passport-size photograph in color with a white background and good resemblance. (3.5cm / 4.5cm). The photograph should not be older than six months.

3. Travel document

- The Passport should be valid for at least three months (any other type of travel document should be valid for at least six months), beyond the intended duration of stay in the Schengen territory and with at least two blank page to affix the visa.

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 Indian organization or company containing following details:
- Name and designation of the applicant and also of the signatory (of managerial or executive level) with signature.
- An outline of the applicant's itinerary, purpose of visit, names and addresses of the companies he/she intends to visit, period & place of intended stay.

6. Invitation letter

- A signed invitation letter from the Icelandic company containing Name of the invited applicant, Purpose of visit, Dates of the intended stay, Nature of costs being covered (boarding & lodging).



- Completely filled form from the Icelandic Directorate of Immigration available on the following website. [Invitation form](#)

7. Travel Medical Insurance

- Overseas travel medical insurance valid for all Schengen-countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival & departure.

8. Proof of means of Transport

- Flight reservations of return or round ticket. If applicant is traveling to several Schengen states proof of intra-Schengen Flight reservation, Train Itinerary or Car rental.

9. Proof of Lodging

- Proof of accommodation: Hotel bookings or accommodation guarantees, covering the whole duration of the intended stay.

10. Proof of Financial means

- Evidence of source of Financial support such as:
- Original bank statement showing movements in the last three months, duly stamped and signed by the bank.
- In case applicant is employed pay slips for the last three months, employment contact, employers statement on approval for holidays.
- In case applicant is the proprietor / owner of the company, company's bank statement, proof of paid income tax, company memo, partnership deed, establishment license or proprietorship etc. are required.
- In case of first visit, in addition to the business correspondence with the concerned Icelandic company, copy of relevant and Highest Educational Certificate is also required.

11. Reason letter

- Reason letter in case the traveler has not travelled on the Previous Schengen Visa.

12. 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.

13. 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 and, if deemed necessary, to interview the applicant.

- **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.