



**BUSINESS/STUDY/CULTURE CHECKLIST**

List of supporting documents		YES ✓	NO ✗
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. Provide previous old/canceled passports – including any valid visas for Schengen or USA/UK.		
2.	<a href="#">Schengen Visa Application</a> . 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> . Printed and signed by the applicant.		
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 USD (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> - Flight reservation of return or roundtrip ticket. If the applicant is traveling to several Schengen countries, proof of intra-Schengen flight reservations, train itinerary or car rental. Please note that the tickets do not have to be paid, the reservations suffice. Include a travel itinerary specifying travel within the Schengen area.		
6.	<b>Proof of accommodation</b> – Hotel reservations or other confirmed accommodations, stating name, address and telephone number of the lodging		
7.	<b>Proof of employment, enrollment, financial support</b> <ul style="list-style-type: none"> <li>• If <b>employed</b>, you must provide a letter from your employer indicating the start date of your employment and your job title. Dependent visa holders (H4, L2 or F2) must provide a copy of the Employment Authorization Document (EAD).</li> <li>• If <b>self-employed</b>, you must provide your latest tax returns (Form 1040) and business registration.</li> <li>• If <b>student</b>, please provide proof of enrollment, a valid F or M visa and a valid I-20 form with a signed travel endorsement within the last 12 months.</li> <li>• If <b>retiree</b>, you must provide proof of Supplemental Security Income (SSI) or retirement savings or other financial support.</li> <li>• If <b>unemployed</b>, you must provide proof of unemployment benefits or other financial support.</li> </ul>		
8.	<b>Proof of sufficient funds</b> U.S. bank statements or U.S. credit card statements in your name from the previous 3 months. The statements must show that you - during the entire trip - have \$30 per day for staying in a hotel or \$15 per day if the expenses connected with the stay are borne by a third party. <ul style="list-style-type: none"> <li>• <b>Business:</b> If applicable, a letter stating that all expenses are fully covered by e.g. written proof that the inviting employer/company pays the expenses or alternatively the sending employer/company pays for all expenses.</li> <li>• <b>Student:</b> In case of students/researchers, if applicable, letter stating that all expenses are fully covered.</li> </ul>		
9.	<b>Purpose of visit</b> <b>Business / Cultural:</b> Proof of invitation from host / participation in conference <ul style="list-style-type: none"> <li>• Signed invitation letter from the foreign business partner stating the nature, duration of your stay and number of entries required.</li> <li>• If you are attending a conference, you must provide confirmation that you have been accepted for the conference and paid the registration fee.</li> </ul> <b>Students / Researchers:</b> <ul style="list-style-type: none"> <li>• Certificate from the receiving institution on the length and purpose of stay</li> </ul>		

10.	<b>In case of minors (&lt;18 years) traveling:</b> <ul style="list-style-type: none"> <li>• If the minor is traveling with only one parent, written consent certified by a 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 or guardian), written consent from both parents or guardians having custody of the minor.</li> <li>• A photocopy of both parents/guardians' passports. If not, copies of the photo ID card with parents'/guardians' signature.</li> </ul>		
11.	<b>Basis for stay in the U.S.</b> <ul style="list-style-type: none"> <li>• Valid original U.S. Resident Alien Card or valid original U.S. resident visa, including the <a href="#">I-94 online registration</a>, or valid original EAD card if it serves as advance parole.</li> <li>• Students – see the requirements listed above.</li> </ul>		
12.	Exchange visitors (J1) should present the original DS-2019 with a valid signed travel endorsement.		
13.	If returning to the U.S., the residence permit/visa must be valid for at least three months exceeding the last day of the intended stay in Iceland / Schengen.		
Comments by VFS staff:			

#### MISSING DOCUMENT(S) HIGHLIGHTED ABOVE/ AUTHENTICITY OF DOCUMENTS

The Embassy requests you to hand in the missing/required documents within 5 days from today. If the Embassy has not received the documents 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 1 of 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.

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

Furthermore, I hereby declare that all submitted documents are both genuine and true.

Applicants Name:	Applicant Signature:
VFS Staff Name:	VFS Staff Signature:
Date and Place:	