



RELATIVES/BOYFRIEND/GIRLFRIEND/FRIENDS VISIT APPLICATION CHECKLIST

- The application will be shipped to and processed by the Embassy of Iceland in New Delhi, India.
- In order to ensure quick and efficient visa processing, you must prepare all necessary documents before you submit the application package to VFS Global.
- Failing to submit all relevant documents will result in unnecessary delays and/or might lead to a refusal of your application. Therefore, please do not approach the visa reception until you have collected all supporting documents.
- It is the applicant's responsibility to ensure that all documents are arranged according to the checklist.
- Applicants should meet in person for submission of application and biometric data registration.
- English translations must accompany the documents not originally in English. The application supporting documents should be handed in on A4 papers. Remove all staples and paper clips.
- Answer the Questionnaire below the document checklist before you submit your documents.

Date of application: _____
(dd/mm/yy)

Name of Applicant: _____
Last Name First Name Middle Initial

☐ **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: **[Link to the Iceland Application form.](#)**

☐ **Photograph**

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

☐ **Original Passport**

- 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 Area and with at least two blank pages to affix the visa (if approved, the visa will be affixed on a blank page).
- Photocopies of Previous Passports, if applicable - (for the past 3 years) - bio page and used pages (with visas and stamps).

☐ **Evidence of legal stay**

- ID in the country you are residing in - For example a passport, visa, residence permit, work permit. Residence permit should be valid at least 3 months after planned departure from the Schengen area.

☐ **Employment letter**

- A Covering letter from the Malaysian organization or company containing following details:
 - i. Name and position in the company and also of the signatory (of managerial or executive level) with signature.
 - ii. State the length of applicant's service in the company, salary and whether the employer guarantees for the travel expenses.
 - iii. 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.



- ☐ **If the applicant is self-employed or a company owner**
 - In case applicant is the proprietor / owner of the company, please provide:
 - i. business license
 - ii. company's bank statement
 - iii. proof of paid income tax
- ☐ **If the applicant is a student**
 - If currently a student submit Certification of enrolment from the school & school ID.
 - If you will be going on a holiday during summer or semester break, submit a certification of reservation or certification of enrolment to prove you are enrolled for the next school year/semester.
 - If travelling during school year, a certificate of leave of absence from school.
- ☐ **Invitation letter**
 - An invitation letter from your relative/friend/boyfriend/girlfriend.
 - The letter should indicate how the inviter knows the applicant.
 - It should indicate where the applicant will stay for the duration of the trip.
 - Information on who will guarantee for the travel expenses.
- ☐ **If visiting a relative**
 - Submit a proof of relationship
 - Photocopies of Birth Certificates/Marriage Certificates etc.
- ☐ **If visiting a friend, boyfriend or girlfriend**
 - Submit his/her photocopies of passport with stamps including biopage to indicate time spent together.
 - If both parties have spent time together outside Malaysia, both parties' passports with stamps should be submitted.
 - If the inviting person is not an EU/EEA citizen, submit a copy of the current residence permit.
- ☐ **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.
- ☐ **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.
 - Do not pay for/buy the ticket until a visa has been granted.
- ☐ **Proof of Accommodation**
 - Proof of accommodation: Hotel bookings or accommodation guarantees, covering the whole duration of the intended stay, if the applicant is not going to stay with the inviting person.
- ☐ **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 contract, employers statement on approval for holidays.
- In case applicant is the proprietor / owner of the company, business license, company's bank statement, proof of paid income tax is 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.

☐ **Reason letter**

- Reason letter in case the traveller has not travelled on a previously issued Schengen Visa.

☐ **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.

☐ **Property Certificates**

- Photocopies of documentation of own means/properties (if applicable)

☐ **General Information**

- Copy of Highest Educational Certificate of the applicant.
- 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.
- The applicants should allow for a processing time of minimum 15 days, excluding the VFS handling time back and forth to the Iceland Embassy.

ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)

For the protection of children, the below documents may be verified and longer processing time can be expected.

☐ **Birth Certificate of the applicant**

☐ **If travelling alone: Original letter of consent signed by both parents and photocopies of passports/valid IDs of parents with signature.**

☐ **If travelling with only one of the parents: Original letter of consent signed by the other parent and photocopy of valid ID with signature.**

☐ **If only one parent has the sole custody of the child: Photocopy of Court Decision awarding custody to that one parent must be submitted.**

☐ **If the other parent is dead: Photocopy of Death Certificate must be submitted.**



Questionnaire

What is your relationship to the inviting person? He or she is my _____

If the inviting person is your friend/boyfriend/girlfriend, how long have you known him/her? _____

How did you meet? ☐ ONLINE (INTERNET) ☐ INTRODUCED BY FRIENDS/RELATIVES

☐ OTHER, please specify: _____

Have you met him/her in person? ☐ NO ☐ YES, please specify places and dates: _____

What is your marital status?

☐ SINGLE ☐ MARRIED ☐ WIDOW(ER) ☐ SEPARATED ☐ DIVORCED ☐ WITH COHABITANT

Do you have children? ☐ NO

YES: ☐ 1 ☐ 2 ☐ 3 OR MORE

Do you have a job?

☐ YES, when did you start your current job? _____ Monthly income: _____

☐ NO, what is your source of income? _____

_____ Monthly income: _____

Have you been to Schengen area before? ☐ NO ☐ YES, which countries and date of travel?

Do you own a property? ☐ NO ☐ YES, please specify: _____

Do you have any planned side trips outside Iceland? ☐ NO ☐ YES, which countries and nr. of days?

Do you have hotel bookings or anywhere to stay? ☐ NO

☐ YES, please submit photocopies of hotel bookings/accommodation



Additional Information:

☐ **I hereby confirm that all the information stated and supporting documents are true and correct.**

I have been informed:

- That my application will be shipped to New Delhi, India and processed by the Embassy of Iceland. The Embassy of Iceland makes decisions on all applications from Malaysia.
- That I will not have my passport in my possession during the process of my visa application.
- That an application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application.
- That additional supporting documents may be requested from the competent authorities. In case of refusal, visa fees are not refundable.

Signature of applicant

Date, Place