



## Guidance: Applying for a student visa to study in Iceland

- Students from non EU/EEA countries
- For stays of three months and longer



HÁSKÓLINN Í REYKJAVÍK  
REYKJAVIK UNIVERSITY

## Table of contents

### Section 1: Student Visa, FAQ

### Section 2: Basic requirements for a student visa

- 2.1 Financial Support
- 2.2 Registered in full time studies
- 2.3 Criminal record certificate
- 2.4 Health insurance
- 2.5 Secure housing
- 2.6 Medical examination

### Section 3: How to apply for your student visa

- 3.1 Application form
- 3.2 Supporting documents
- 3.3 Checklists for requirements
- 3.4 Passport Photo
- 3.5 Copy of passport
- 3.6 Criminal record certificate
- 3.7 Proof of financial support
- 3.8 Medical Insurance
- 3.9 School Confirmation

- 3.10 Payment receipt
- 3.11 Sending your application

### Section 4: Upon arrival in Iceland - final steps

- 4.1 Complete the housing certificate
- 4.2 Directorate of Immigration
- 4.3 Medical Examination
- 4.4 Receiving your visa

### Section 5: Renewing your visa

- 5.1 Completed renewal application form
- 5.2 Photocopy of the passport
- 5.3 Housing certificate
- 5.4 Proof of financial support
- 5.5 Social services certificate
- 5.6 Confirmation of registration in full-time studies & progress of studies

### Section 6: Applying for a work visa

## Section 1: Student visa, FAQ

### Who needs a student residence permit/visa?

A person from a country outside of the European Economic Area and/or EFTA, who plans to study in Iceland for more than three months, must have a valid student residence permit.

### How long is a student residence permit valid for?

Residence permits for most students are granted for six months, or one semester at a time. Permits for doctorate students are issued for one year at a time. **It is the applicant's responsibility to apply for a renewal of the permit at least four weeks before it expires.**

### Can I work during my studies?

A student is only permitted to work 15 hours per week except in instances where a student is employed during leave from study or as a part of his/her vocational training. For further information see section six of this booklet.

### When should I apply?

The application and all the necessary accompanying documents must be received by the Icelandic Directorate before July 1st for the Autumn term. The University recommends that students **allow a minimum of three months** to apply for a student's visa.

## Section 2: Basic requirements for a student visa

All applicants must fulfil the basic requirements set out by the Directorate.

- |                                     |                         |
|-------------------------------------|-------------------------|
| 2.1 Financial Support               | 2.4 Health insurance    |
| 2.2 Registered in full time studies | 2.5 Secure housing      |
| 2.3 Criminal record certificate     | 2.6 Medical examination |

### 2.1 Financial Support

Applicants must prove secure financial support.

### How much financial support will I need?

The Icelandic Directorate of Immigration sets the following minimum requirements for support.

- Individual: ISK 163,635 per month
- Couple: ISK 245,453 per month

Please note: This figure may change from year to year so please ensure to check the website of the Directorate for the latest figure.



## What period of time must I prove support for?

A foreign national's support must be secured during the period of stay in Iceland. A student residence permit is generally issued for 6 months at a time. Therefore the applicant must be able to prove capability of support for a period of at least 6 months.

## What forms of support are accepted?

An applicant's support shall be deemed secure if:

- The applicant possesses adequate funds for support during his stay, in a currency registered by the Central Bank of Iceland.
- The applicant receives a student loan or grant adequate for his or her support.
- Support can come from more than one source to be considered satisfactory

## Accepted forms of support:

### • An original stamped bank statement

An original bank statement showing the amount the balance of the applicant's own account which must be confirmed by the bank in question. **Please note: A printout of a bank statement from an online bank is not a sufficient confirmation.** Applicants must demonstrate their own support, **parents bank statements are not accepted.**

### • Secure regular payments for support

Such payments can be payments from the Social Insurance Administration because of disability, unemployment payments, rental payments, and grants, which the applicant receives.

### • A study grant or study loan

A study grant or study loan must be in a currency that is acknowledged by the Central Bank of Iceland. A confirmation must be submitted showing the payments of loans from the relevant credit institution and a confirmation of a grant by the grantor as appropriate.

## The following is not deemed as sufficient support

- Support by a third party, i.e. in other instances than stated in this section.
- Assets other than bank balances are not considered to be secure support (for example, real estate), and dividends from corporations, interest or other payments whose availability for payment is not secure.

## 2.2 Registered in full-time studies

The student permit is only granted to those registered in **full time study which is defined as 30 ECTS each semester.** Proof of student enrolment is provided by the Teaching Registry at Reykjavik University. Only students who have paid their confirmation fee can receive the student enrolment confirmation form.

Please email Harpa Lind Guðbrandsdóttir, [harpalind@ru.is](mailto:harpalind@ru.is), to request the school enrolment confirmation.



## 2.3 Criminal record certificate

An applicant must submit a criminal record certificate covering at least the last **five years.**

- The certificate must be issued by the country/countries where the applicant has resided for the past five years.
- A criminal record certificate may not be older than six months when submitted.
- Applicants who have resided in the United States or Canada must submit criminal record certificates with fingerprint registration.
- Criminal record certificates shall be certified, either with an apostle certification or a double stamp by the home state's ministry for foreign affairs and the embassy of the relevant state in Iceland, or the nearest embassy.

## 2.4 Health insurance

Applicants must have valid medical insurance for the first **six months in Iceland**, after which time the applicant will be covered under the Icelandic health national insurance.

- The minimum coverage must be for ISK 2,000,000
- Health insurance must be purchased from a company that is **licensed to operate in Iceland.** The name of your insurance company needs to be 100% correct on the list. If you are unsure you can send an email to the Financial Supervisory Authority in Iceland, [fme@fme.is](mailto:fme@fme.is)
- Health Insurance policies can be purchased from Icelandic insurance companies starting from around 12,000 ISK for the six month period and may be considerably cheaper than buying insurance in your home country.
- Icelandic health insurance companies: [www.sjova.is](http://www.sjova.is), [www.tm.is](http://www.tm.is), [www.vordur.is](http://www.vordur.is), [www.vis.is](http://www.vis.is)

## 2.5 Secure housing (after arrival)

Secure housing is shown with the presentation of the **housing certificate** which must be submitted no later than two weeks after arrival in Iceland. The certificate must be in original format, signed by the formally registered owners of the house and witnessed by two persons. Please see section 4.1.

## 2.6 Medical examination (after arrival)

Applicants from certain states have to consent to undergo a medical examination within two weeks from arrival in Iceland. If an applicant does not undergo medical examination a residence permit will not be issued and the applicant can expect to be refused entry or be expelled from Iceland. **Applicants from Australia, New Zealand, the USA and Canada do not have to submit a medical examination.** Please see section 4.3, how to book the medical examination.



## Section 3: How to apply for your student visa

### 3.1 Application form

Please ensure all required sections are completed fully

[www.utl.is/files/Leyfi/ums\\_dvalarleyfi.pdf](http://www.utl.is/files/Leyfi/ums_dvalarleyfi.pdf)

### Important submission information

- An application will not be processed until it has been paid for.
- Applications must be submitted before the applicant arrives in Iceland. If the applicant comes to Iceland as a tourist before the application is approved, processing of the application will be halted and a permit will not be issued. If the applicant is in Iceland, but wants to be granted a residence permit, he/she must leave the country.
- If supporting documentation is inadequate or missing, the application processing time will be considerably longer.
- The Directorate of Immigration may ask for authentication of foreign documents, if necessary. The authentication can be either an "apostle" from the applicant's home country, or a double authentication from the Ministry for Foreign Affairs in the home country and the Embassy of that country in Iceland, or the embassy accredited to Iceland.
- The Directorate requires that all foreign documentation issued in languages other than English or one of the Scandinavian languages, must be translated by an accredited interpreter.

### 3.2 Supporting documents

- |                                 |                                |
|---------------------------------|--------------------------------|
| 3.3 Checklists for requirements | 3.7 Proof of financial support |
| 3.4 Passport Photo              | 3.8 Medical Insurance          |
| 3.5 Copy of passport            | 3.9 School Confirmation        |
| 3.6 Criminal record certificate | 3.10 Payment receipt           |

### 3.3 Checklist for basic and specific requirements.

Print both the [basic checklist for requirements](#) and the [specific checklist for requirements](#), fill them in and send with the application.

### 3.4 Passport size photo

(35mm x 45mm), attached to the application.

### 3.5 Copy of valid passport

The validity of the passport must be at least three months beyond the validity of the residence permit. The copy should be of the main page and the page with the applicant's signature.

### 3.6 Criminal record certificate

- Must be a confirmed original
- The criminal record certificate shall not be older than six months.
- Criminal record certificates shall be submitted from all the countries where the applicant has resided for the past five years.

### 3.7 Proof of financial support

- All financial documents submitted must be original copies and stamped and verified by the issuing authority. See section 2.1.

### 3.8 Proof of Medical Insurance

- The insurance must provide cover of at least 2,000,000 ISK for the first six months.
- The insurance company must be on the list of recognised insurance companies.

### 3.9 School confirmation

Please email Harpa Lind Guðbrandsdóttir, [harpalind@ru.is](mailto:harpalind@ru.is), to request the school enrolment confirmation.

### 3.10 Receipt for payment of processing fee.

When depositing to the Directorate's account please provide applicant's birthdate and name and ensure this is clearly stated on the receipt.

Cost for a first permit: 12,000 ISK

#### Payment

Please be advised that your bank may charge a processing fee for international transfers and if that fee is not paid separately the bank will withdraw it from your transferred amount.

#### Bank information

**IBAN:** IS59 0516 0541 1973 6702 6963 99,

**Name of bank:** Íslandsbanki, Kirkjusandi, 105 Reykjavík

**SWIFT CODE:** GLITISRE

### 3.11 Sending your application

Your application and supporting documents should be sent to:

The Directorate of Immigration,

Skógarhlíð 6,

105 Reykjavík, Iceland

### Visa approval

A D-Visa is issued when the application for a residence permit in Iceland has been approved. This means that after the arrival in Iceland, upon fulfilling certain obligations, the applicant will be issued a residence permit. When the Directorate has decided to grant a residence permit, it sends a request for a D-Visa, which the applicant then receives at the respective embassy. The student permit application must state at which embassy the applicant intends to obtain the visa.





## Section 4: Upon arrival in Iceland - Final steps

### 4.1 Complete the housing certificate

You will need to have the housing certificate signed by your landlord and two witnesses.

### 4.2 Directorate of Immigration

All applicants must go to the Directorate of Immigration, with their passport, travel documents, and signed housing certificate and have their photo taken.

### 4.3 Medical Examination

Applicants must attend the medical examination, if required, within two weeks of arrival. It is strongly recommended to make an appointment before arrival. The medical examination costs between 20,000 - 30,000 ISK depending on the applicants nationality and the results are sent directly to immigration department.

For an appointment please contact: **The Division of Communicable Disease Control**, Pönglabakki 16, 109 Reykjavik, Telephone: +354 585 1390.

### 4.4 Receiving your visa

The student visa will be issued once all of these steps have been fulfilled. The resident card will be sent to the applicants address in Iceland. Please ensure that your name is written on your front door. Your Kennitala (social security number) will also be sent with your visa.

## Section 5: Renewing your visa

### Important renewal information:

- Students must apply for a renewal of their student visa 30 days before it expires. If an application for renewal is not submitted on time, the applicant must leave the country while the application is processed, and the application will be treated as a first permit.
- The visa renewal costs 6,000 ISK
- The application is submitted in person, a photograph taken and the application fee paid. Applicants must bring passports and travel documents.
- When renewing the residence permit the student must show **satisfactory study performance**.

### Supporting documents

#### 5.1 Completed renewal application form

signed by the applicant. The form can be found here: [www.utl.is/files/Leyfi/ums\\_dvalarleyfi.pdf](http://www.utl.is/files/Leyfi/ums_dvalarleyfi.pdf)

#### 5.2 A photocopy of the applicant's passport

The validity of the passport shall extend at least three months beyond the expected stay in Iceland.

#### 5.3 Housing certificate

[www.utl.is/files/Ymislegt/husnadvottord-ensk.pdf](http://www.utl.is/files/Ymislegt/husnadvottord-ensk.pdf)

#### 5.4 Proof of financial support - See section 2.1.

#### 5.5 Social services certificate

The applicant must submit a certificate from the applicable municipal services, indicating whether or not he has received any financial social support.

#### 5.6 Confirmation of registration in full-time studies & progress of studies

Please email Harpa Lind Guðbrandsdóttir, [harpalind@ru.is](mailto:harpalind@ru.is), to request the school enrolment confirmation. Even though your grades may not be ready in time, you need to apply 30 days before your student permit expires and submit your grades later, when they are available.

## Section 6: Applying for a work visa

If you want to work in Iceland, you will need a work permit. You will also need a contract of employment from the company that agrees to hire you. After you have found a job, have them fill out the contract form. Then, fill out the blue form from immigration. Go to the immigration department and submit these two forms. Then wait for the labor board to approve or deny your work permit, and they will send you a response in the mail. See the forms below for necessary paperwork.

### Forms

[http://utl.is/files/Leyfi/atv\\_Vegna\\_nams.pdf](http://utl.is/files/Leyfi/atv_Vegna_nams.pdf)

<http://utl.is/files/Leyfi/radningarsamningur.pdf>



## Important Contacts

### Reykjavik University

International Student Support  
Verity Sharp  
verity@ru.is  
Tel + 354 599 6584

### To request school enrollment confirmation

School Registry Secretary, harpa@ru.is

### Health insurance companies in Iceland

[www.sjova.is](http://www.sjova.is)  
[www.tm.is](http://www.tm.is)  
[www.vordur.is](http://www.vordur.is)  
[www.vis.is](http://www.vis.is)

### To book a medical Examination

Division of Communicable Disease Control  
Tel: + 354 585 1390  
Open hours: 08:20 - 16:15 weekdays  
Address: Þönglabakki, 109 RVK.

### The Directorate of Immigration

[www.utl.is](http://www.utl.is)  
Tel: + 354 444 0900  
Open hours 10:00 - 14:00 weekdays.  
[utl@utl.is](mailto:utl@utl.is)  
Address: Skógarhlíð 6, 105 RVK.



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