

## APPLICATION FOR RESIDENCE PERMIT FOR STUDENTS

Please fill out this form carefully and remember to sign it. An application form that is not filled out in a satisfactory manner may result in delays of the procedure or in the application being denied.

### Please choose the residence permit you apply for (you can only check one option):

- General student**  
 **Doctorate student at a foreign university**  
 **Exchange student**  
 **Intern**

- Graduate looking for employment**  
 This applies to an application for renewal of the residence permit of a student who has completed his/her university studies, enabling the graduate to seek work on grounds of expert knowledge.

### For whom is the application form?

The form is intended for individual aged 18 or older that is:

- enrolled in full study at an Icelandic school<sup>1</sup> in undergraduate, graduate- or post graduate studies,
- a doctorate student of a foreign university collaborating with an Icelandic university,
- an exchange student in an Icelandic secondary school (age requirement may be deviated from),
- an intern, when working in Iceland is a part of the applicant's studies.

<sup>1</sup> In case of studies at a school which is not an accredited university, the qualifications for admission should be the same as for studies at university level.

### What documents must accompany the application?

See further the information regarding data requirements on the website of the Directorate of Immigration.

- Passport photo (35 mm x 40 mm).
- Photocopy of passport.
- Copy of a foreign criminal record certificate.
- Translation by an authorized translator of the criminal record.
- Medical expense insurance.
- Documents of financial support.
- Admission certificate.

### How is an application submitted?

An application may be submitted and paid for at the reception desk of the Directorate of Immigration or at the office of a district commissioner outside of the Reykjavík capital area. If the applicant is in Iceland he/she must appear in person. If an application is sent by mail a payment receipt must be enclosed.

Application for the autumn term has to be submitted before **June 1<sup>st</sup>** and for spring term not later than **November 1<sup>st</sup>**.

When renewing a residence permit the applicant must appear in person, either at the reception desk of the Directorate of Immigration

or at offices of district commissioners outside of the Reykjavík capital Area. The applicant will be photographed and must submit a sample of his/her signature.

Please note that if the applicant submits an application in person he/she should bring his/her passport along.

### Information about the processing fee

A fee must be paid for the processing of an application for a residence permit and the application will not be processed without payment. An application that has not been paid for will be returned to the applicant. Further information about the service fee can be found in part 14 of this application form and also on the website of the Directorate of Immigration.

### Objectives regarding time of procedure and process

The Directorate of Immigration expedites as possible its processing of applications in accordance with the Administrative Procedures Act no. 37/1993. If the applicant provides all the required information in the application form and submits satisfactory accompanying documents with the application, the processing of the application will take less time.

**The Directorate of Immigration contacts the applicant or his/her representative if further documents are needed for processing the application.**

Please note that the reception-desk personnel of the Directorate of Immigration do not assess applications or accompanying documents.

### Other Information

Further information about applications and processing time is on the website of the Directorate of Immigration ([www.utl.is](http://www.utl.is)).

### To be filled out by the Directorate of Immigration

Er umsóknin undirrituð af umsækjanda?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Er umsóknin í frumriti?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Hafa allar umbeðnar upplýsingar verið veittar (þ.m.t. heimilisfang, netfang og símanúmer)?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir ljósrit af persónusíðu og rithandarsýnishorni vegabréfs?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei
Fylgir staðfesting á skólavist?	<input type="checkbox"/> Já	<input type="checkbox"/> Nei

## What rights are attached to the permit?

- An applicant who falls under the visa requirement may not be in Iceland when applying for the permit and during the processing of the application. An applicant who is exempt from the visa requirement may be in Iceland when applying for the permit and during the processing of the application for as long as his/her visa is valid.
- Permits for students may be issued for up to one (1) year at a time.
- The residence permit may be renewed for up to one (1) year if the conditions of the residence permit are still met.
- An application for a renewal of a residence permit must be submitted at least four (4) weeks prior to the residence permit's expiration.
- The residence permit does not grant a right to family reunification for a student in basic studies (American students in basic studies are exempt), however, students in masters' and doctorate studies may apply for family reunification for a spouse or cohabiting partner (after one (1) year of cohabitation) and for an applicant's children under the age of 18.
- A student is authorized to work up to 15 hours per week (does not apply to interns), but a special work permit must be applied for and the applicant may not start working before a work permit has been granted.
- The residence permit can not be the basis for a permanent residence permit.

### 1. Application for a residence permit and period of validity

State information about the period you wish the permit to apply to and whether this is a first permit or a changed issued permit.

#### I apply for:

- a) First residence permit
- b) Renewal
- c) A permit on a new ground

#### I request the period of validity of the residence permit being:

From - start date  
(dd.mm.yy.)

To - end date  
(dd.mm.yy.)

### 2. The applicant

Given name			
Surname			
Former names (if applicable)			
Date of birth (dd.mm.yy.)			
<b>Gender</b>	<b>Marital status</b>		
Male <input type="checkbox"/>	Cohabitation <input type="checkbox"/>	Widow/widower <input type="checkbox"/>	
Female <input type="checkbox"/>	Unmarried <input type="checkbox"/>	Separated <input type="checkbox"/>	
	Married <input type="checkbox"/>	Divorced <input type="checkbox"/>	
Place of birth (city)			
Country of birth			
Current nationality/nationalities			
Former nationality (if applicable)			
Are both or one of your parents Icelandic citizens?	Both <input type="checkbox"/>	One <input type="checkbox"/>	Neither <input type="checkbox"/>

#### Address, email and telephone numbers in the home country

This information will be used to contact the applicant; therefore it is important that this information is correct. If the information changes during the processing of the application you are kindly requested to notify the Directorate of Immigration of this using the email: [utl@utl.is](mailto:utl@utl.is)

Address	
Postal code and city	
Country	
Telephone number	
Email	

**Address, email and telephone number in Iceland**

A requirement for issuance of a residence permit is that the applicant has stated his/her place of stay in Iceland, cf. Act no. 80/2016 on Foreigners. The stated address will be registered by Registers Iceland as the applicant's domicile. The information will be used to contact the applicant; hence it is important for such information being correct. If the information changes while the application is being processed, kindly notify the Directorate of Immigration of this immediately, email: utl@utl.is After a permit has been issued changes of address shall be reported to Registers Iceland.

Address	
Postal code and city	
Telephone number	
Email	

Address not yet known. Notification of residence in Iceland will be handed in after arrival in Iceland e.g. when applicant attends the required photoshoot).

**3. Information about passport and residence**

**Passport**

Please note that a valid passport is required and the period of validity of the passport must be at least three (3) months longer than the validity of the residence permit. Photocopies of the passport's personal information page and the page that contains the applicant's signature must be submitted with the application.

Passport number	
Other travel documentation, state which	
Country in which the passport is issued	
Issued by	
Date of issue	
Date of expiry	

Does not have a valid passport (Why not? Kindly explain in **part 11** of this form).

**Visa**

Do you have a valid visa for the Schengen Area?      Yes       No

If yes, please state expiring date of the visa (dd.mm.yy)     

**Residence abroad**

Where have you lived over the last five (5) years?

	Country		Date. from (dd.mm.yy.)	Date. to (dd.mm.yy.)
1.				
2.				
3.				
4.				
5.				
6.				

**Residence in Iceland**

You may not be in Iceland when a residence-permit application is submitted unless you are exempt from the visa requirement. If you are required to have a visa to be in Iceland and submit an application, the application will be refused.

When do you intend to come to Iceland?	State the date	<input style="width: 100%;" type="text"/>
Have arrived in Iceland <input type="checkbox"/>	When did you arrive arrive?	<input style="width: 100%;" type="text"/>
Have you ever applied for a visa to come to Iceland?	Yes <input type="radio"/>	No <input type="radio"/>
Have you previously applied for a residence permit in Iceland?	Yes <input type="radio"/>	No <input type="radio"/>

Have you been in Iceland before?

Yes

No

If yes, when and how long?

#### 4. Applicant's spouse or cohabiting partner

A student enrolled in undergraduate studies does not have the right to family reunification (exemption: students who are US citizens). Graduate and post graduate (doctorate) students may apply for family reunification.

I do not have a spouse or cohabiting partner

Given name

Surname

Former names (if applicable)

Birth date (dd.mm.yy.)

Nationality

Date of marriage (dd.mm.yy.)

Date of the registration of cohabitation (dd.mm.yy.)

#### Further information regarding spouse or cohabiting partner

My spouse/cohabiting partner

- is presently in Iceland
- will apply for an Icelandic residence permit
- Does not plan to move to Iceland

#### 5. Applicant's children

Please provide information on all your children. A student enrolled in undergraduate studies does not have the right to family reunification (exemption: students who are US citizens). Graduate and post graduate (doctorate) students may apply for family reunification. The residence permit provides a right to family reunification for applicant's children under 18 years of age. If a residence permit for a child is to be applied for a separate application for each child must be submitted. State information about children who reside both in Iceland and abroad.

#### Applicant's children

I do not have children

	Given name	Surname	Date of birth (dd.mm.yy.)	Nationality	Gender		Is the child in Iceland?	
					Female	Male	Yes	No
1.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Are you also applying for your child/children? Yes  No

## 6. Applicant's parents

Residence permit for a student does not provide a right to family reunification for applicant's parents.

### Applicant's father

Given name	
Surname	
Former name (if applicable)	
Date of birth (dd.mm.yy.)	
Date of death (dd.mm.yy.), (if applicable)	
Nationality	
Address	
Postal code and city	
Country	

### Applicant's mother

Given name	
Surname	
Former name, if applicable	
Date of birth (dd.mm.yy.)	
Date of death (dd.mm.yy.), if applicable	
Nationality	
Address	
Postal code and city	
Country	

## 7. Language skills and education

### Language skills

Native language	
Other languages	

### Education level

Please check all the applicable boxes, however, only stating education that is completed.

<input type="checkbox"/>	None or less than primary school		
<input checked="" type="checkbox"/>	Primary school	- Year of graduation:	
<input type="checkbox"/>	Secondary school	- Year of graduation:	
<input type="checkbox"/>	Secondary school, additional levels	- Year of graduation:	
<input checked="" type="checkbox"/>	University, less than BA/BS degree	- Year of graduation:	
<input type="checkbox"/>	University, BA/BS degree	- Year of graduation:	
<input type="checkbox"/>	University, master's degree	- Year of graduation:	
<input type="checkbox"/>	University, doctor's degree	- Year of graduation:	

### Fields of study, highest education

Check only one box.

<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>
<input type="radio"/>		<input type="radio"/>

<input type="checkbox"/> General studies	<input type="checkbox"/> IT and communication
<input type="checkbox"/> Education	<input type="checkbox"/> Civil engineering, production and construction
<input type="checkbox"/> Arts and humanities	<input type="checkbox"/> Agriculture, forestry, fisheries and veterinary studies
<input type="checkbox"/> Social science, journalism and information theory	<input type="checkbox"/> Health
<input type="checkbox"/> Business, administration and law	<input type="checkbox"/> Welfare
<input type="checkbox"/> Science, mathematics and statistics	<input type="checkbox"/> Service

**8. Studies in Iceland**

The university I've been admitted to			
The university's address			
Study line			
Period of study, from (dd.mm.yy.)			
Period of study, to (dd.mm.yy.)			
State the reason for your study line choice?			
Where did you get the information on the university and the study line?			

**The following questions only apply to those renewing their residence permit on grounds of university studies.**

State information about your study performance and results, and submit a confirmation of results from the university. State why you have not completed 75% of full study or 22 ECTS credits for a semester or 45 ECTS credits during the year of study.

State how many credits you have finished		credits	<input type="radio"/> for the semester <input type="radio"/> during the year of study	

**9. Stay abroad**

Only applies to those renewing their residence permit.  
 List all travels abroad during the period of validity of your latest residence permit until the date this application is submitted. A permit holder may not stay abroad for more than three (3) months per every 12-month period while the residence permit is valid. The Directorate of Immigration decides whether a residence permit should be rescinded if a permit holder has stayed abroad for more than three (3) months.

Where have you stayed during the stated period?

	Country	Date of departure from Iceland (dd.mm.yy.)	Date of arrival in Iceland (dd.mm.yy.)	Number of days abroad	Purpose of stay abroad
1.					
2.					
3.					
4.					
5.					
6.					



**10. Criminal record**

Please submit a criminal record certificate from the country or countries where you have resided over the last five (5) years. The criminal record certificate must be received in original format, be lawfully confirmed (i.e. apostille or double confirmation), and may not be older than six (6) months when submitted to the Directorate of Immigration. If the certificate is in another language than English or one of the Nordic languages, a translation must accompany the original, translated by an authorized translator. See further [www.utl.is](http://www.utl.is).

**A. Have you been fined or sentenced to imprisonment?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<b>State the offence:</b>	
<div style="border: 1px solid black; height: 50px;"></div>	
In what country?	<div style="border: 1px solid black; width: 280px; height: 20px;"></div>
	When? <div style="border: 1px solid black; width: 180px; height: 20px;"></div>
What penalty did you receive?	<div style="border: 1px solid black; width: 680px; height: 20px;"></div>

**B. Do you have the status of a suspect in a police investigation?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
<b>State the offence:</b>	
<div style="border: 1px solid black; height: 60px;"></div>	
In what country?	<div style="border: 1px solid black; width: 280px; height: 20px;"></div>
	When? <div style="border: 1px solid black; width: 180px; height: 20px;"></div>

**C. Do you authorize the Directorate of Immigration to check your criminal record with foreign authorities?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<b>If no, state the reason why?</b>	
<div style="border: 1px solid black; height: 60px;"></div>	

**D. Have you been subject to a re-entry ban into the Schengen Area?**

<input type="checkbox"/>	No
<input type="checkbox"/>	Yes
In what country?	<div style="border: 1px solid black; width: 560px; height: 20px;"></div>
<b>Is the ban still in effect?</b>	
<input type="checkbox"/>	No. When was it in effect?
<input type="checkbox"/>	Yes. When does the ban expire?

### 11. Additional information

If you have further information of significance regarding your application for a residence permit in Iceland, kindly state it here in the box below.

### 12. Visa

Applies only to applicants for first residence permit.

If you need a visa to come to Iceland, where do you wish to obtain the visa?

If your application is accepted, the Directorate of Immigration may send a request for a D-visa to Danish or Norwegian embassies representing Iceland and as listed on the websites of the Directorate of Immigration and the Icelandic embassies in China and Russia.

### 13. Applicant's representative

An applicant may only have one representative at any time. An applicant wishing to replace his/her representative must submit a form to this effect to the Directorate of Immigration. If an applicant wishes to withdraw his/her authorization for representation, the applicant must send a written notification to the Directorate of Immigration stating such change. Please note that the representative may not sign the application.

#### Check the box regarding authorizations

I realize that all communication (including correspondence) with the Directorate of Immigration will be with my representative and that the representative will have access to the information and data in my application.

I realize that my representative, not I, will receive information about the conclusion of my application.

- I authorize the following individual to represent me regarding this application,
- to receive documents on my behalf,
- to appeal a decision by the Directorate of Immigration to the Immigration and Asylum Appeals Board in the event of my application being refused.

#### Information about the representative

Given name		
Surname		
ID number		
Address		
Postal code and city		
Country		
Telephone number		
Email address		
<b>Applicant's signature</b>		



## 14. Processing fee

The Directorate of Immigration and district commissioners outside of the Reykjavík capital area receive applications for residence permits in return for the payment of a service fee. The amount of the fee is decided in the Act no.88/1991 on Additional Revenues of the National Treasury.

If the service fee is not paid the application will not be taken for procedure. An application that has not been paid for will be returned to the applicant.

An application may be submitted on behalf of the applicant and paid for at the reception desk of the Directorate of Immigration or at the offices of district commissioners outside of the Reykjavík capital area. An application sent by mail must be accompanied by a payment receipt and if the applicant is in Iceland he/she must appear in person.

Please note that if the applicant submits an application in person he/she should bring his/her passport along.

See further information on the website of the Directorate of Immigration ([www.utl.is](http://www.utl.is)).

## 15. Did you remember everything?

If the application form is correctly filled out and accompanied by all relevant data, this will expedite the application's procedure. It is therefore important that you check whether your application is well filled out, whether correct information is stated and whether you have submitted all necessary documents.

The Directorate of Immigration recommends that you use the checklist below to ensure that your application is satisfactory.

The Directorate of Immigration may request additional documents if it feels there is a need to examine whether the requirements for a residence permit are met.

## 16. Applicant's checklist for a first permit

<input type="checkbox"/>	<b>Payment receipt</b> (If the application has been paid for at a bank).
<input type="checkbox"/>	<b>Passport photo</b> (35 mm x 45 mm).
<input type="checkbox"/>	<b>Photocopy of passport.</b> (Passport's personal information page and the page containing the applicant's signature). The period of validity must be at least 90 days beyond the period of validity of the residence permit.
<input type="checkbox"/>	<b>Copy of a foreign criminal record certificate</b> issued by the highest authority competent to issue such certificates in the applicant's country of residence, not older than 12 months.
<input type="checkbox"/>	<b>Confirmed copy or original translation of the criminal record certificate by an authorized translator.</b> Applies only if the foreign certificates are in other languages than English or the Nordic languages. Note there is a requirement of confirmation of translation if the translator is not an authorized translator in Iceland, i.e. apostille or double authentication.
<input type="checkbox"/>	<b>Confirmation of study issued by the relevant school:</b> <ul style="list-style-type: none"> <li>• General students – full study is defined as 30 ECTS units per term.</li> <li>• Doctorate students - confirmation of cooperation by the foreign university with an Icelandic university.</li> <li>• Exchange students – confirmation from an Icelandic secondary school.</li> <li>• Internship students – documents from the university illustrating that internship in Iceland is a part of the applicants' study.</li> </ul>
<input type="checkbox"/>	<b>Medical expense insurance.</b> The applicant must present a confirmation of insurance that is valid for a minimum of six (6) months, with a minimum insurance coverage of ISK 2,000,000 (ISK 2 million), issued by an insurance company that is licensed to operate in Iceland.
<input type="checkbox"/>	<b>Documents on support,</b> confirming secure support during the period of residence. There is a legal mutual obligation for spousal support. If the applicant is married, he/she does not have to prove own support, if the spouse can show sufficient support for the couple. A cohabiting partner must prove independent means of support.
<input type="checkbox"/>	<b>Application for a student's work permit,</b> if applicable. A student may work for as much as 15 hours per week (does not apply to interns), submitted in original format and signed by the student.
<input type="checkbox"/>	<b>Employment contract,</b> if applicable. Submitted in original format and signed by both the applicant and the employer.
<input type="checkbox"/>	<b>The applicant has signed the application.</b>

### 17. Applicant's checklist for a renewal of a permit

**If a renewal of the residence permit is not applied for before the period of validity expires, the application will be processed as if this were an application for a first permit, not renewal.**

- Photocopy of passport.** (Passport's personal information page and the page containing the applicant's signature). The period of validity must be at least 90 days beyond the period of validity of the residence permit.
- Confirmation from a university on study results.** Certificate on the student's study results and his/her enrollment in full studies, as applicable.
- Documents on support,** confirming secure support during the period of residence. There is a legal mutual obligation for spousal support. If the applicant is married, he/she does not have to prove own support, if the spouse can show sufficient support for the couple. A cohabiting partner must prove independent means of support.
- Application for a student's work permit,** if applicable. A student may work for as much as 15 hours per week (does not apply to interns), submitted in original format and signed by the student.
- Employment contract,** if applicable. Submitted in original format and signed by both the applicant and the employer.
- The applicant has signed the application.**

### 18. Applicant's checklist for a permit for a graduate looking for employment

- Photocopy of passport.** (Passport's personal information page and the page containing the applicant's signature). The period of validity must be at least 90 days beyond the period of validity of the residence permit.
- Certification on graduation.**
- Documents on support,** confirming secure support during the period of residence. There is a legal mutual obligation for spousal support. If the applicant is married, he/she does not have to prove own support, if the spouse can show sufficient support for the couple.
- Application for a student's work permit,** if applicable. In original format and signed by the student.
- Employment contract,** if applicable. Submitted in original format and signed by both the applicant and the employer.
- The applicant has signed the application.**

### 19. Date and signature

I hereby apply for an Icelandic residence permit and confirm with my signature that the information I have stated in this application form, in annexes and the accompanying documents as being true and correct. I understand that giving misleading or false information to public authorities is punishable according to the Icelandic Penal Code No. 19/1940, and could result in a denial or withdrawal of a residence permit and possibly expulsion on grounds of the Act on Foreigners No. 80/2016. Violations of the Act on Foreigners are reported to the police.

I am informed of it being permissible to integrate data held by the Directorate of Immigration, the Immigration and Asylum Appeals Board, Registers Iceland and the police according to the Act on Foreigners. The Directorate of Immigration is furthermore authorized to obtain information from the tax authorities, the Directorate of Labor and the municipal social services according to the same law.

I am furthermore informed of how the Directorate of Immigration may obtain further information if necessary because of this application and as provided for by the Data Protection Act no. 77/2000.

I realize that the information I provide might be used regarding the processing of subsequent applications and/or applications by family members.

I am informed that the Directorate of Immigration forwards data to Registers Iceland as necessary for registration in Registers Iceland.

I agree to undergo medical examination within two weeks from arrival in Iceland according to applicable law and as instructed by health authorities.

**Place, date and applicant's signature**

Place	<input type="text"/>
Date of signature	<input type="text"/>
Applicant's signature	<input type="text"/>

**Who filled out the application?**

<input type="checkbox"/>	Applicant	
<input type="checkbox"/>	Representative	
<input type="checkbox"/>	Another person, who?	<input type="text"/>
	Connection to the applicant	<input type="text"/>

**To be filled out by the Directorate of Immigration**

<input type="checkbox"/>	Dvalarleyfi veitt til	<input type="text"/>
	Afgreitt	<input type="text"/>