



UNIVERSITY OF ICELAND



# How to Apply for a Student Permit in Iceland

For Citizens of Countries Outside the EEA





This brochure contains information on how to apply for a Student Permit in Iceland. It is published by the University of Iceland in order to guide International Students with the application for a Student Permit at the Directorate of Immigration.

For more detailed information please refer to the Directorate of Immigration website [www.utl.is](http://www.utl.is).

## Important notices

### » Application deadlines

- » **Autumn semester** (September to December)
  - Your application and supporting documents must be received by the Directorate of Immigration no later than July 1st.
- » **Spring semester** (January to May)
  - Your application and supporting documents must be received by the Directorate of Immigration no later than November 1st.
- » **It is better to file the application when all supporting documents are ready as a complete application is given priority.**
- » An application for a student permit must be approved **BEFORE** the applicant arrives in Iceland. Please note that if applicants arrive in Iceland before the visa has been issued, they must, **without exception**, leave the country while the application is being processed.
- » A student residence permit is intended for foreigners to be able to study at a secondary school or a university in Iceland. The permit is granted on the condition that the individual is a **full-time student** and/or the course of studies is qualified for a loan by the Icelandic Student Loan Fund. For more detailed information please refer to the Icelandic Student Loan Fund website [www.lin.is](http://www.lin.is). **Full-time studies at a university in Iceland are 30 ECTS credits per semester.**
- » The applicant must be at least **18 years** old.
- » The applicant may apply for a **student work permit** in his first term of study, provided there is a signed contract of employment. Extension of a student work permit depends on the applicant's progress on studies. See [www.utl.is](http://www.utl.is).

## First Application

The following documentation must be submitted with the application:

**IMPORTANT:** All these documents must be submitted in the order listed below. If supporting documentation is inadequate or missing, the application processing time will be considerably longer. For further information on application processing time see [www.utl.is](http://www.utl.is).

### 1. A completed application form for a residence permit signed by the applicant

- » The form can be found here: [www.utl.is/images/stories/ums\\_dvalarleyfi.pdf](http://www.utl.is/images/stories/ums_dvalarleyfi.pdf).
- » Please write your e-mail address on the application.

### 2. One passport-sized photo

- » 35mm x 45mm.
- » The photo must be attached to the application.

### 3. A photocopy of the applicant's passport

- » The validity of the passport must extend at least three months beyond the expected stay in Iceland.
- » The copy must show:
  - Personal information about the applicant
  - Validity period of the passport
  - Signature of the passport holder
  - Visas applied to the passport
  - Entry stamp, if the applicant has arrived in Iceland

### 4. Criminal record check, original

- » The certificate must be issued by the country/countries where the applicant has resided for the past five years.
- » The certificate should not be issued more than 6 months prior to submitting the application for a student permit.
- » Please note that individuals, who have resided in the U.S.A. or Canada during the past five years, intending to apply for a residence permit in Iceland, must submit a Criminal Record Check based on fingerprints issued by the Federal Bureau of Investigation in the U.S.A. and/or by the Royal Canadian Mounted Police in Canada. Instructions on how to apply for an FBI criminal record check are available on the website [http://travel.state.gov/travel/tips/emergencies/emergencies\\_1201.html](http://travel.state.gov/travel/tips/emergencies/emergencies_1201.html) and for an RCMP criminal record at <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm>.

### 5. Medical insurance

- » The insurance must provide cover of at least ISK 2,000,000 valid for the first 6 months and shall be issued by an insurance company authorised to provide services in Iceland. If your insurance company is not on this list: <http://www.fme.is/media/eftirlitsstarfssemi/Erl-vatryggin-gafelog-13-2-2012.pdf>, you need, without exception, to buy Icelandic insurance. The name of your insurance company has to be 100% correct in the list (i.e. if you see Sun Life, London on the list but you are insured at Sun Life, Canada, it is not valid). If you are unsure whether your insurance company is on the list, you can send mail or e-mail to The Financial



Supervisory Authority in Iceland ([www.fme.is](http://www.fme.is)).  
The address is: Suðurlandsbraut 32, 108  
Reykjavík, tel: +354 525 2700, fax: +354 525  
2727 and the e-mail address: [fme@fme.is](mailto:fme@fme.is).

- » Icelandic insurance companies: [www.sjova.is](http://www.sjova.is),  
[www.vordur.is](http://www.vordur.is), [www.vis.is](http://www.vis.is), [www.tm.is](http://www.tm.is).

## 6. Financial support

- » An applicant for a residence permit shall prove secure support for the entire period of time of the intended stay in Iceland. Without secure support, a residence permit will not be issued.
- » Minimum support shall be comparable to the minimal support guidelines set by the municipalities. Minimum support for a single person is ISK 163.635 per month for the entire expected stay in Iceland. Please check this website to make sure the minimum support has not changed: [http://www.utl.is/index.php?option=com\\_content&view=article&id=77](http://www.utl.is/index.php?option=com_content&view=article&id=77).
- » The financial document submitted must be an original copy.
- » **IMPORTANT: Applicants must demonstrate their own support, without exception; it is not sufficient that parents support the applicant.**
- » With respect to security of support, 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 support, in a currency

registered by the Central bank of Iceland, [www.sedlabanki.is/?PageID=183](http://www.sedlabanki.is/?PageID=183).

- Support may be derived from more than one source and shall be deemed adequate if the applicant demonstrates that the total amount suffices for support.
- Payment of social support from the state or municipality shall not entitle a person to a residence permit.

## 7. School confirmation

- » The applicant shall provide written confirmation from the school he has enrolled in. A copy of your acceptance letter is sufficient. The acceptance letter confirms that the student will be a full-time student.

## 8. Housing Certificate

- » The applicant must prove that he/she has secure housing for the period of time applied for. Students must submit a housing certificate within two weeks of arriving in Iceland. Ask your landlord for this document. The certificate must be signed by the homeowner(s) and witnessed by two adults with an Icelandic ID number. The form can be found here: [www.utl.is/images/stories/husnadvottordensk.pdf](http://www.utl.is/images/stories/husnadvottordensk.pdf)

**IMPORTANT:** Certified originals of documentation must be attached to the application as applicable. The Directorate of Immigration may ask for authentication of foreign documents, if necessary. The authentication can be either an “apostille” 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 (if the

country does not have an embassy in Iceland). This applies to criminal record checks, marriage certificates, birth certificates and any other certificates submitted with an application for a residence permit in Iceland. Further information on apostilles is available at [www.hcch.net/index\\_en.php?act=text.display&tid=37](http://www.hcch.net/index_en.php?act=text.display&tid=37).

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.

### The application should be sent to:

Directorate of Immigration  
Skógarhlíð 6  
105 Reykjavík  
Iceland

## Processing fee

**IMPORTANT:** An application will not be processed until it has been paid for. Applications submitted to the Directorate of Immigration that do not have a attached payment receipt will be returned to the applicant / authorised agent.

### Cost of student permits:

First permit: ISK 12,000  
Renewal of a permit: ISK 6,000

**NOTE:** The processing fee is not refundable.

**IMPORTANT:** To submit an application, the applicant has to deposit the correct amount to the account of the Directorate of Immigration and submit the payment receipt with the application. Please be aware that banks may charge various fees for the



## Approval – D-Visa

process, and if the payment the Directorate of Immigration receives is too low, the application will be returned to the applicant / authorised agent without being processed. The fees Icelandic banks charge for the process is around ISK 2,000 (20\$). You will have to ask the bank in your home country about their fees and make sure you cover all costs.

**IMPORTANT:** When depositing to the account of the Directorate of Immigration from overseas, the following information must be provided: The applicant's ID number (birthday) if available and name. This must be comparable to the applicant's passport, e.g. 010185-4679, John Smith-Brown.

**Bank information for the Directorate of Immigration (before making the money transfer, please check this information at [www.utl.is](http://www.utl.is)):**

When deposited to the account of the Directorate of Immigration:

Icelandic ID number = 670269-6399

Bank information - IBAN:

IS 59 0516 0541 1973 6702 6963 99

Name of bank:

Íslandsbanki, Kirkjusandi, 105 REYKJAVÍK.

SWIFT CODE: GLTISRE

**REMEMBER TO PRINT OUT THE PAYMENT RECEIPT AND SEND IT WITH THE APPLICATION!**

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. Please see the following website for a list of embassies: [www.utl.is](http://www.utl.is). Contact your nearest embassy for information on how to receive your D-Visa.





## Upon arrival in Iceland – permit issued after arrival

1. All applicants must go to the Directorate of Immigration or the District Magistrate/Police Authorities in the area where the applicant resides, with their passport, travel documents and housing certificate and have their photo taken.

- » The applicant must prove with a housing certificate that he has secure housing for the period of intended stay in the country. Ask your landlord to provide this document. The certificate must be signed by the homeowner(s) and witnessed by two adults with an Icelandic ID number. The form can be found on this web page: [www.utl.is/images/stories/husnae-divottordensk.pdf](http://www.utl.is/images/stories/husnae-divottordensk.pdf).

2. Get a health check

- » Applicants for a student residence permit must undergo a medical examination within the first two weeks of their stay in the country. Applicants coming from Central and South America, including Mexico, non-EEA European countries, Asia or Africa must undergo a medical examination with respect to infectious diseases. If the applicant, in the opinion of a physician, has a valid medical certificate from abroad which has been issued less than three months before, no further medical examination is needed. Applicants from the EEA, Australia, New Zealand, Switzerland, the USA, Canada and Israel do not have to submit such a medical certificate. For further information see [www.landlaeknir.is/english/working-in-iceland/](http://www.landlaeknir.is/english/working-in-iceland/)

- » It is strongly recommended to make an appointment at a health clinic before arrival.

Students in need of a health check should go to the Division of Communicable Disease Control, Þönglabakki 16, 109 Reykjavík or any other Primary Health Care Clinics. The purpose of the visit is a blood test and tuberculosis test. The results of these tests are sent directly to the Directorate of Immigration. The cost of these medical tests varies depending on the applicant's nationality: ISK 20,000-30,000. For more information, see [www.heilsugaeslan.is](http://www.heilsugaeslan.is).

Upon fulfilling these obligations, the permit is issued, and the residence card is sent to the applicant's address in Iceland.

## Renewal of a student permit

All students residing in Iceland for more than one semester have to apply for renewal of their student permit **30 days before it expires**. Applicants for a renewal of a student permit must bring the passport/ travel documents which were presented when entering Iceland. The application is submitted in person at the Directorate of Immigration, a photograph taken, and the application fee paid at the same time.

Students applying for a renewal of their student permit that are beginning a new study programme must inform the Directorate of Immigration of the change in their study plan.

If there are grounds for renewing the student residence permit, this is done after reviewing the student's application. The permit is usually renewed

for one term. The applicant may be granted continued residency on the same conditions until the application has been processed. This permission is contingent on the application being submitted to the Directorate at least 30 days before the first permit expires.

The following documentation must be submitted with the application:

**IMPORTANT:** All these documents (except the document confirming progress of studies) must be submitted in the order listed below. If submitted documentation is inadequate or missing, the application processing time will be considerably longer. If an application for renewal is not submitted at least one month before the current permit expires, the applicant must leave the country while the application is processed, and the application is not considered a renewal, but as a first permit.

1. A completed application form for a residence permit signed by the applicant (original)
  - » The form can be found here:  
[www.utl.is/images/stories/ums\\_dvalarleyfi.pdf](http://www.utl.is/images/stories/ums_dvalarleyfi.pdf)
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.
3. Housing certificate
  - » The applicant must prove that he/she has secure housing for the period of time applied for. Students must submit a housing certificate within two weeks of arriving in Iceland. Ask your landlord for this document. The certificate must be signed by the homeowner(s) and



witnessed by two adults with an Icelandic ID number. The form can be found here: [http://www.utl.is/images/stories/husnadi\\_vottordensk.pdf](http://www.utl.is/images/stories/husnadi_vottordensk.pdf)

#### 4. Financial support

- » An applicant for a residence permit shall prove secure support for the period of time of the intended stay in Iceland. Without secure support, a residence permit will not be issued. More information: [www.utl.is](http://www.utl.is).

#### 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. Students in Reykjavik, see: [www.reykjavik.is](http://www.reykjavik.is).

#### 6. Confirmation of registration for full-time studies

- » This document can be requested from the Service Desk in Háskólatorg.

#### 7. Progress of studies

- » This document can be requested from the Service Desk in Háskólatorg. The applicant needs to prove satisfactory progress of his studies. For more detailed information please refer to the Icelandic Student Loan Fund website [www.lin.is](http://www.lin.is). A copy of your transcript of records is satisfactory. 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.

requires that all foreign documentation issued in languages other than English or one of the Scandinavian languages are translated by an accredited translator.

When application processing is completed, the residence card will be sent to the applicant.

You should always follow the instructions on the Directorate's website, [www.utl.is](http://www.utl.is) (click on "Study").

Certified originals of documentation must be attached to the application as applicable. The Directorate

---

## INTERNATIONAL OFFICE

---

Háskólatorg  
Sæmundargata 4  
101 Reykjavík  
Iceland

Tel: +354 525 4311  
Fax: +354 525 5850

[ask@hi.is](mailto:ask@hi.is)



**UNIVERSITY OF ICELAND**

University of Iceland, April 2014  
Department of Marketing and  
Communications and International Office  
Design: PIPARTBWA  
Printing: Leturprint