

# How to Apply for a Student Permit in Iceland

For Citizens of Countries Outside the EEA



UNIVERSITY OF ICELAND

[www.hi.is](http://www.hi.is)





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## Important notifications

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### » Application deadlines

- **Fall semester** (September to December) – Application and all supporting documents must have been received by the Directorate of Immigration no later than 15 July each year.
- **Spring semester** (January to May) – Application and all supporting documents must have been received by the Directorate of Immigration no later than 15 November each year.
- » An application for a student permit shall have been approved **BEFORE** the applicant arrives in the country. This means that if an applicant is in Iceland before the visa has been issued, he must, **without exception**, leave the country while the application is being processed.
- » A student residence permit is intended for a foreigner to be able to study at a secondary school or university in Iceland. The permit is granted on the condition that the individual is a full-time student and/or the study course is recognised by the Icelandic Student Loan Fund. **Full-time studies at a university in Iceland are 30 ECTS credits per semester**. Satisfactory progress at a university is deemed to be 50% or at least 15 ECTS the first semester and 75% a semester after that, or at least 22 ECTS credits per semester.

- » The applicant may apply for a student **work permit** in his first term of study, provided a signed contract of employment. Extension to student work permit is based on the applicant's progress of studies.

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## Application

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The following documentation must be submitted with the application.

**IMPORTANT:** All these documents must be sent together and in right order. If sufficient documentation is not submitted, the application processing time will be considerably longer.

1. **A completed application form for a residence permit signed by the applicant**
  - » The form can be found here: [www.utl.is/media/stofnunin/eydublod/ums\\_dvalar\\_og\\_atvinn.pdf](http://www.utl.is/media/stofnunin/eydublod/ums_dvalar_og_atvinn.pdf).
2. **One passport-size 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 shall 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

- » The certificate must be issued by the country/countries where the applicant has resided for the past five years. In the case of US citizens the criminal record check has to be issued by the state they have 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.
- » The criminal record check has to be certified by apostille from the applicant's home Ministry of Foreign Affairs.

#### 5. Medical insurance

- » Insurance must cover at least 2,000,000 ISK and shall be issued by an insurance company authorised to provide services in Iceland. If your insurance company is not on this list: <http://fme.is/lisalib/getfile.aspx?itemid=3219>, 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 an enquiry 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 e-mail: [fme@fme.is](mailto:fme@fme.is).
- » For Icelandic insurance, i.e. Sjóvá, see [www.sjova.is](http://www.sjova.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 115,567 per month for the entire expected stay in Iceland. Please check this website to make sure the minimum support has not changed: [www.utl.is/english/residence-permits/support](http://www.utl.is/english/residence-permits/support). The document submitted must be an original copy.
- » **IMPORTANT: Applicants over the age of 18, without exceptions, must show their own support; 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](http://www.sedlabanki.is).
  - 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 make a person entitled to a residence permit.



## 7. Housing certificate

- » The applicant must prove that he has secure housing for the period of intended stay in the country. Ask your landlord to provide this document, possibly directly to the Directorate of Immigration.

## 8. School confirmation

- » The applicant shall provide a written confirmation from the school he has enrolled in. A copy of your acceptance letter is sufficient.
- » Confirmation of registration of full-time studies. If you are applying as an exchange student at the University of Iceland, the Office of International Education (OIE) will provide this information to the Directorate

of Immigration directly. International degree-seeking students should consult their authorised person.

## 9. Authorisation

- » The applicant may grant a person or organisation in Iceland authorisation to enquire about his application. The University of Iceland will provide all students in need of a student permit before arrival with a contact person for this application.



**IMPORTANT:** Attached to the application must be **certified originals** of documentation as applicable. The Directorate requires that original documents issued in foreign countries, which are submitted with an application for a residence permit, be certified by the Ministry for Foreign Affairs in the applicant's home country. This applies to criminal record checks, marriage certificates, birth certificates and any other certificates submitted with an application for a residence permit in Iceland. The Directorate requires that all foreign documentation issued in languages other than English or one of the Scandinavian languages, shall be translated by an **accredited translator**.

#### The application should be sent to:

Directorate of Immigration  
Skógarhlíð 6  
105 Reykjavík  
Iceland

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#### Processing fee

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

#### Cost of permits for a person over the age of 18:

|                      |           |
|----------------------|-----------|
| First permit:        | 8,000 ISK |
| Renewal of a permit: | 4,000 ISK |

**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 take various fees for the 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 in Iceland are about ISK 800; 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 as explanation: *The applicant's ID number (birthday) and name if available. 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/english/residence-permits/processingfee/instructions](http://www.utl.is/english/residence-permits/processingfee/instructions)):**

IBAN = IS07 1175 0541 1973 6702 6963 99

SWIFT Code = SISLISRE

Icelandic social security number/ ID number = 670269-6399

Bank information: 1175-05-411973

Name of bank: Central Bank of Iceland

Address: Kalkofnsvegi 1, 150 Reykjavík.

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

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## Approval – D-Visa

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If the application for a student permit is approved, all applicants with the exception of US citizens (if taking a direct flight to Iceland from the US) need to obtain a D-Visa in the closest embassy issuing such visas on behalf of Iceland. The 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/english/visas/apply](http://www.utl.is/english/visas/apply). Contact your nearest embassy for information on how to receive your D-Visa.



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## Upon arrival in Iceland

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- 1. Register a domicile in Iceland at the National Registry**
  - » The office of the National Registry (i. *Þjóðskrá*) is located in Borgartún 24, 105 Reykjavík. Opening hours are from 8:30–16:00, Monday–Friday. ([www.thjodskra.is](http://www.thjodskra.is)).
- 2. Get a health check**
  - » Applicants for a 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 (other than Romania and Bulgaria), Australia, New Zealand, Switzerland, the USA and Canada do not have to submit such a medical certificate. [www.landlaeknir.is/pages/953](http://www.landlaeknir.is/pages/953).

- » Students in need of a health check should go to the Health Centre, at Álfabakki 16, 109 Reykjavík. 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 costs of these medical tests vary depending on the applicant's nationality: ISK 9,700–28,400. You need to make an appointment by calling: +354 585 1390 (open on weekdays 08:20–16:15). For more information, see [www.heilsugaeslan.is](http://www.heilsugaeslan.is) or ask the authorised agent for advice.

**3. All applicants are to come to the Directorate of Immigration or to the District Magistrate/ Police Authorities in the area where the applicant resides, with their passport or travel documents and have their photo taken.**

Upon fulfilling those obligations, the permit is issued and the residence card is sent to the applicants address in Iceland.

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## Renewal of a student permit

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Applicant for a renewal of a student permit must bring the passport/travel document which he presented when entering Iceland. The application is submitted in person at the Directorate of Immigration and the application fee paid at the same time. A photograph of the applicant will be taken by the officer accepting the application.

If there are grounds for renewing the student residence permit, it is done upon considering the application of the foreigner. The permit is usually renewed for one term. It is permissible to grant the applicant continued residency on the same conditions until the application has been processed. This permission is contingent upon 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 must be sent together and in right order. If sufficient documentation is not submitted, the application processing time will be considerably longer.**



Big Book Awards

5%

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

- » The form can be found here: [www.utl.is/media/stofnunin/eydublod/ums\\_dvalar\\_og\\_atvinn.pdf](http://www.utl.is/media/stofnunin/eydublod/ums_dvalar_og_atvinn.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 a secure housing for the period of intended stay in the country. Ask your landlord for this document.

4. **Support**

- » An applicant for a residence permit shall prove secure support for the period of time of the intended stay in Iceland. Without a secure support, a residence permit will not be issued.

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.

6. **Confirmation of registration of full-time studies**

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

7. **Progress of studies**

- » The applicant needs to prove satisfactory progress of his studies, with completing minimum 50% of full time studies or 15 ECTS the first semester and 75% or 22 ECTS after the second semester. A copy of your transcript of records is satisfactory.

8. **Medical insurance**

- » When a residence permit is renewed for the first time, the applicant needs to prove that he has valid medical insurance for the requested period. This can be either a certificate from the Icelandic Social Insurance Administration (i. *Tryggingastofnun*, [www.tr.is](http://www.tr.is)) or medical insurance, for a minimum of ISK 2,000,000 from an insurance company authorised to provide services in Iceland.

Attached to the application must be **certified originals** of documentation as applicable. The Directorate requires that all foreign documentation issued in languages other than English or one of the Scandinavian languages be translated by an **accredited translator**.

The foreigner may apply for a student work permit provided a signed contract of employment and that the progress of his studies is satisfactory.

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

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## OFFICE OF INTERNATIONAL EDUCATION

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