



Residence Permit Guidelines to speed up the application process

PLEASE READ THE FOLLOWING

THIS IS ONLY A GUIDE TO HELP YOU WHEN APPLYING FOR A RESIDENCE PERMIT. YOU MUST GO TO THE DIRECTORATE OF IMMIGRATION'S WEBSITE TO FIND ALL THE RELEVANT INFORMATION THAT APPLIES TO YOUR PARTICULAR CASE.

You can find detailed information about the application process and all application forms in the Directorate's of Immigration website.

Directorate's site: <http://www.utl.is/>
[Permits for citizens outside the EEA](#)
[Application forms](#)

A residence permit for a student is intended for a foreigner to study at any university in Iceland. A condition for granting a student permit is that it is for [full time studies](#) (30 ECTS) and that the studies are approved by the Icelandic Student Loan Fund.

We would like to point out two very important considerations:

- Applicants are not allowed to enter Iceland without a residence permit. Reykjavik University will not accept applications (students, interns, researchers, etc.) without a valid residence permit. Applicants cannot apply for a permit once they have arrived to the country.
- Applicants must make sure to follow the instructions given in the UTL website and use this guide as a reference. Applicants have to follow the Icelandic immigration laws and not applicants' country laws.

Deadlines

Fall Semester – Application and all supporting documents must have been received by the Directorate no later than July 15th of each year.

Spring Semester – Application and all supporting documents must have been received by the Directorate no later than November 15th of each year.

The process

Once you have sent all necessary documents to the Directorate the processing time for a residence permit could take up to 90 days starting from the date when the Directorate has received the documentation.

Please note that you do not get a residence permit until after you arrive to the country. What you get first is a D-Visa that allows you to enter the country (when you have received a positive response to the application, the Directorate sends out a request for a [D-Visa](#) which you then pick up at your embassy.

(The application must indicate in which embassy the applicant intends to collect the visa. [Check here](#) for a list of embassies).



An application that is handed in with all documentation in order is given priority.

If sufficient documentation is not submitted the application processing time will be considerably longer.

Finally, upon arrival to Iceland, you will need to fulfill the following steps or conditions in order to get the residence permit:

- Register your domicile in Iceland at the National Registry (Þjóðskrá) <http://www.fasteignaskra.is/> (Borgartúni 21, 105 Reykjavík)
- You need to have a medical examination in Iceland and bring the health certificate to the Directorate of Immigration (be aware that you will have to pay for the examination). For exemptions and procedures from the Directorate of Health click on the link <http://www.landlaeknir.is/>
-

To get the medical examination you need to call the Centre for Disease Control in the Capital Area Primary Health Care at +354 585-1390 and ask for the Lung and Tuberculosis department and make an appointment with them. The health centre is situated at [Álfabakki 16, 109 Reykjavík](#).

- Present yourself at the Directorate's office, or at the nearest District Commissioner's office to be photographed for the purpose of issuing a residence permit card.

Upon fulfilling those requirements, the permit is issued and the **residence card is sent to your address in Iceland (the one you registered at the National Registry)**. The first day of the permit is counted as the date the residence permit is issued.

Important considerations

The following documents or requirements have delayed considerably de process if they are not fulfilled properly:

Payment

The first thing is regarding the **payment**. The application will not be taken under consideration until it has been paid of (Please don't forget to take into account the **cost of transferring the money**).

- [Processing fee and how to pay for the application](#)

PLEASE REMEMBER TO SUBMIT THE RECEIPT OF THE PAYMENT ALONG WITH THE OTHER DOCUMENTS. OTHERWISE, THE APPLICATION WILL NOT BE PROCESSED.

Criminal record (Nr. 4)

The criminal record needs to be the original document and needs to include the last five years. Please, check the Directorate's website for details.

(The Directorate reserves the right, when necessary, to require that original documents issued in foreign countries which were submitted with an application for a residence permit, to be authenticated by "apostille" (further information on apostille is available at



http://hcch.e-vision.nl/index_en.php?act=text.display&tid=37) from 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.

Criminal Record Certificates must be dated no earlier than 6 months prior to being submitted to the Directorate.

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.

Please note that individuals who have resided in the U.S.A. during the past five, intending to apply for a residence permit in Iceland, must submit a Criminal Record Check issued by the Federal Bureau of Investigation. Instructions on how to apply for a FBI criminal record check is available on the website:

http://travel.state.gov/travel/tips/emergencies/emergencies_1201.html

Medical Insurance (Nr. 5)

Here are the web links of the three main insurance companies in Iceland, which provide Medical Insurance for foreigners moving to Iceland for different purposes:

1. VÍS - <http://vis.is/Vis/English/Medical-Cost-Insurance/>
1. Sjóvá - <http://www.sjova.is/english.asp?cat=1233>
2. Tryggingarmiðstöðin - <http://www.tm.is/english/insurance/medicalcostinsurance/>

On these web pages you will find an application form and information about payments and the procedure.

If you hire an Icelandic health insurance you will need to provide your Icelandic ID number (a social security number) to the insurance company in order to issue the insurance. To get the ID number you can ask the insurance company to help you and they will assist you to apply for it. You only need to send them a photocopy of a valid passport and ask the insurance company to send a confirmation to the Directorate of Immigration that you have hired the health insurance. At the same time, you also need to inform the Directorate the name of the insurance company you have selected and let them know that the company will send them a confirmation of your health insurance.

Financial Support (Nr. 6)

Individuals 18 years and older need to prove independent support which means that any document that you would submit for proving your financial support **must be under your name**. For example, it can be a paper from your bank where it is certified that you have the funds that can cover the basis for the cost of living for one semester or the time of your stay. Whichever document you submit it must be an **original**.



Please, visit the following webpage for more details about the established [minimum support for different cases](#).

School Confirmation (Nr. 7); Housing certificate (Nr. 9)

We can assist you to find accommodation and we have prepared a housing certificate for exchange / international students. We will provide you with these documents once you have gathered all the other required documents. Please, contact the International Office representative to ask for these documents.

If you have decided to look for your own housing, the landlord of the place you will be renting will have to fill out the following form:

<http://www.utl.is/images/stories/husnativottordensk.pdf>

Authorization of Applicant (Nr. 10)

To try to make the process as effective as possible you should authorize the following person as an agent for your application.

Authorization form: http://www.utl.is/images/stories/umbod_enska.pdf

Information needed:

Name:	Birna Björnsdóttir
Date of birth:	01.09.1968
Address:	Menntavegi 1 við Nauthólsvík
Area code and place:	101 Reykjavík
Mobile number:	825 6316
Work phone:	599 6316
Email address:	birnabj@ru.is

Once you have gathered all the documents you are now ready to send the application and all the documents to:

Icelandic Directorate of Immigration
Skógarhlíð 6 - 105 Reykjavík
Iceland

(cut it and use it as a label)

We recommend you to make a copy of the application package for your records.



What can you do to ensure that your application will be processed quickly?

- ✓ carefully fill out the residence permit application and deliver the original copies to the Directorate
- ✓ make sure that all documentation requested is ordered according to the list published in the directorate's website (1. 2. 3. etc)
- ✓ do not send the application if you do not have all the requested documents
- ✓ the following is a list of documents that, when handed in, must be originals or in the last case authenticated copies:
 - Criminal Record
 - Financial support
 - Custody Documents
 - Birth Certificate
 - Divorce Decree
 - Medical Certificate
 - Marriage Certificate
 - Certificate of Documented Cohabitation
 - Death Certificate