

## General direction of Visa application

Aug.26, 2016  
Embassy of Japan in Iceland

### 1. Application of Visa

- (1) Applicant himself/herself should come to the Embassy to submit application form with the necessary document in 2.
- (2) Applicant himself/herself should come to the Embassy when he/she applies Visa with necessary document.
- (3) When the application is accepted, we issue a receipt of Visa application/return of document to the applicant.
- (4) If applicant has difficulties to come to the Embassy two times for applying and receiving of Visa because of living far away from Reykjavik, he/she should contact to the Embassy.

### 2. Necessary document to submit

- (1) Valid passport: Please check if there are enough blank pages to stick Visa seal.
- (2) Visa Application Form
  - (a) Please use the form with QR code which is available in our homepage below.
  - (b) QR code will be appeared in the left top side on the application form. In the case that QR code is not appeared on the form, please save the form on your computer desktop once and open it again.
- (3) Certificate of Eligibility: original (if applicant has already received it.).
- (4) 1 photo (see 3.)
- (5) Other documents received from guarantor (if there is any).
- (6) Staying permit issued by the Directorate of Immigration of Iceland (Those who live in Iceland and apply for visa with passports other than Icelandic passport).

### 3. Photograph standard

In the case that a photograph does not fulfil the following standard, we might ask applicant to submit another photograph again.

- (1) Size: 45mm × 45mm (different size from passport photograph).
- (2) Clear image without distortion and only applicant in a photograph.
- (3) No paste from computer.
- (4) Taken within 6 months before the date of application.
- (5) No background and no shadow. The background should not be too dark.
- (6) Face front and should not be covered by hair.
- (7) No cap or hat wearing without hair decoration.
- (8) If applicant wears glasses, light reflection on the glasses should not be appeared in the photograph.
- (9) Photograph of applicant should be taken from upper chest until the top of head completely and need to have some space from the top of head to the top end of photograph.

### 4. How to filling out the application form

Please see the sample how to fill out (another paper) and read this paper carefully.

In the case that application form submitted is not filled out correctly, we might deny to receive the application of Visa and ask applicant to submit the application form again.

- (1) PDF application form with QR code is writable file and you can save data typed into the form.

- (2) All items should be written clearly in print.
- (3) Applicant should fill out on all items without blank (excluding the item marked by asterisk "\*"). If the item is not applicable to answer, applicant should write "None" or "N/A".
- (4) There are several possibilities to fill out on the item of "Issuing authority" and please write in English as follows.
  - (a) "National Commissioner of Police" as "Ríkislögreglustjórinn" in passport
  - (b) "Directorate of Immigration" as "Útlendingastofnun" in passport
  - (c) "Registers Iceland" as "Þjóðskrá Íslands" in passport
- (5) "Current profession or occupation and position" and "Name and address of employer (Name, Tel., Address)"

In the case that applicant apply Visa as student, please write the name, Tel., and address of high school or university which applicant belongs in Iceland.
- (6) "Guarantor or reference in Japan (Please provide details of the guarantor or the person to be visited in Japan)"
  - (a) Ex.1: in a case that applicant is university exchange student: "guarantor" should be the president, dean of faculty, assigned professor, or manager of international communications, etc. of university which applicant belongs to.
  - (b) Ex.2: in a case that applicant applies Visa as dependent of university exchange student: "guarantor" should be the same as applicant for university exchange student.
- (7) "Date of application" should be the date the applicant submits the application form at the Embassy of Japan.
- (8) "Signature of applicant" should be quite the same as signature on applicant's passport.
- (9) If there are some items you don't know how to fill out, please leave it until you visit to us. We explain better to fill out at the consular reception.

5. When you print out the application form after filling out, please print it with both-sides print in one paper.

#### 6. Receipt of Visa

- (1) When Visa is ready, the Embassy contacts directly to the applicant by phone.
- (2) Applicant himself/herself should come to the Embassy when he/she receives the Visa.
- (3) Applicant should bring the receipt of Visa application/return of document when he/she comes to receive Visa (Applicant cannot receive Visa without the receipt.).
- (4) He/she fills out the receipt of application/return of document and submits it to the Embassy.

If you have any questions or unclear matter on the application of Visa, please do not hesitate to contact us.

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URL: [http://www.is.emb-japan.go.jp/itpr\\_en/visiting.html](http://www.is.emb-japan.go.jp/itpr_en/visiting.html)