

Iceland Student Residence Permit FAQs

***Please thoroughly read the [Iceland Immigration website](#) for what materials are needed and how to apply for a student residence permit. If you have any questions please look at the FAQ below. If you need clarification or have additional questions, please contact your Program Coordinator.**

Where can I find the application in English?

[Here](#) is the Residence Permit application in English. Save this! You need it to apply. It also has a checklist on the bottom of everything you need to provide.

If you need help filling out the application, please refer to the sample application [linked here](#).

Do I need to apply for a visa AND a residence permit?

No. You ONLY need to apply for the residence permit if you are a U.S. citizen.

Which insurance do I need for the Residence Permit?

Icelandic Insurance is required for the Residence Permit, which API will obtain on your behalf. Your program coordinator will send it to you along with other materials you will need from API, for the application.

What materials does API send me for the Residence Permit?

1. Reykjavik University Acceptance Letter - states the student is enrolled in at least 30 ECTS.
2. Icelandic Insurance - Insurance required for residence permit.
3. Housing Letter - states API will find and pay for housing on behalf of the student.

How do I complete the “Copy of Criminal Record”?

You can do it online through the FBI [website](#). We recommend doing the background check via “online” rather than via “mail” for faster processing. Follow the instructions listed on the FBI website. Once you receive the results, you will forward the email to the Iceland Immigration email (utl@utl.is). *You can mail in your residence permit packet before you have received your background check and then forward it directly to the email provided.*

What do I need to provide for “Documents on Support”?

Documents on Support, also labeled as “Living Expenses Expect” on the website, states that you have the sufficient funds to live in Iceland for a 6 month period. You will need to provide a means of financial support such as bank statements, financial aid, etc to be able to meet the ~\$2,025/month (247,572 ISK) minimum. You **cannot** use a parent’s bank statement. To find documents that are eligible, go to the [Iceland Immigration website](#) for more info.

How do I make a payment for the Residence Permit application?

You will need to go in person to your bank and make an international wire transfer. You can find the Iceland Immigration bank information [here](#). The bank account name is the Directorate of

Immigration. I recommend also reading the "Instructions for paying the processing fee by bank transfer" at the bottom of the page.

- When submitting the payment for the Residence Permit application, you will be charged by your bank in the US in US Dollars. The money will be received by the directorate in Icelandic Krona (ISK).
- Your bank needs to confirm that it will be received in ISK.
- Your full name and DOB will need to be on the reference line.
- The directorate needs to receive 70,000 ISK. Please check the USD to ISK conversion rate for the exact amount of money you will need to send. Keep in mind, your bank may charge a flat fee for the international wire transfer (\$10/20) and then there will be a conversion charge as well. The directorate will need to have received at least 70,000 ISK after all other charges.

Where do I submit the Residence Permit application?

You will mail all application materials to:

*Directorate of Immigration
Dalvegur 18
201 Kópavogur
Iceland*

Once your application is received, they'll verify the payments, insurance coverage and contact you directly if there are any additional questions.

When will I receive my Residence Permit?

You will receive the Residence Permit when you arrive. The process to receive your Residence Permit when you arrive can be found [here](#). You will keep your physical passport during the application process, so you can travel to Iceland. Once you are in Iceland, you will visit a magistrate or the Immigration office and get your residence permit put into your passport. API's on-site director will help you with this process when you arrive.