

Checklist for an applying for a work permit for a job in which special skills are required.

Application form for a work permit

- Information about the applicant and the employer (fields I-III)
Sufficient information must be stipulated for both parties, incl. the foreign national's address both in Iceland and in their home country. The email address of both parties must also be stipulated. The application must state the planned period of employment and whether The Directorate of Labour's regional agency has been contacted regarding the position (field II).
As the application is based on the ground of special skills, information regarding the foreign national's education and employment history must be provided.
- Opinion of the relevant trade union (field IV)
It is obligatory to obtain the opinion of a trade union regarding granting the temporary work permit. It is generally recommended that such opinions be obtained prior to the application and supporting documents are submitted to the Directorate of Immigration. Opinions may be submitted in another form or in a separate attachment. If an opinion does not accompany the application, it will result in a postponement of the processing of the application.
- It is important that both the employer and foreign national sign the application. If either signature is missing, it is not possible to process the application.

Employment contract between an employer and a foreign national for a job in which special skills are required.

An employment contract shall accompany an application for a work permit, as it is not possible to process the permit unless such a contract accompanies the application. It is important that the employment contract is signed by both parties and stipulates information regarding work arrangements, wages, and other perquisites. The pension fund and trade union shall also be stipulated in the employment contract that foreign national pays their contributions due to their work.

Detailed description of the foreign nationals' intended position with the employer.

Information must be provided on what the foreign national's job with the employer entails, its scope, and nature, and what it is about the job that requires an employee to have specialist knowledge.

Copy of the foreign national's diploma in English or Icelandic

If a foreign national has specialist knowledge in the form of education, a copy of their diploma must be submitted in Icelandic or English. If the diploma is in another language, translations must be obtained from a certified document translator. If a job requires a vocational education, a valid tradesman license must be submitted.

Confirmations from former employers

- If the foreign national's specialist knowledge is in the form of a long employment history, confirmations from former employers regarding the employment, along with information regarding the type of job they performed and how it provided them with the specialist knowledge that will be useful for them to work in the company. The confirmation must be in writing and in either English or Icelandic.

If the confirmation is in another language, a translation must be obtained from a certified document translator into English or Icelandic.

□ **Copy of valid license.**

Vocational trades: In instances when applying for a temporary work permit job in which special skills are required for a legally protected profession, a confirmation of the foreign nationals' operating license must be obtained in order to for them to perform the duties. According to regulation nr. 940/1999 on Licensed Trades, per Act no. 42/1978 on Trades, only those who possess the appropriate licenses are permitted to perform such duties, per Article 2 of the Act.

If such a confirmation is available, then it must be submitted to The Directorate of Labour, otherwise such a confirmation must be obtained. Further information about obtaining accreditation of qualifications and issuing of licenses can be obtained from [The Directorate of Education](#), [Íðan Education Centre](#), or [RAFMENNT Electrical VET Centre](#).

Medical Professionals: In instances when applying for a temporary work permit job in which special skills are required for a licensed medical profession, a confirmation of the foreign nationals' operating license must be obtained in order to for them to perform the duties. According to the Healthcare Practitioners Act nr. 34/2012, only those who possess the appropriate licenses from The Directorate of Health are permitted to perform such duties, Per Article 2, item 1 of the Act. If such a confirmation is available, then it must be submitted to The Directorate of Labour, otherwise such a confirmation must be obtained. Further information about obtaining accreditation of qualifications and issuing of licenses can be obtained from [The Directorate of Health](#).

Other licensed professions: It is not possible to provide complete information regarding all professions which are considered to be licensed in Iceland or where their licenses shall be obtained.

□ **Information regarding the employers attempts to hire an individual who already possesses an unrestricted entitlement to work in Iceland.**

- According to Article 7, paragraph 1, item a og the Act, an employer shall seek assistance from The Directorate of Labour with finding employees who already possess an unrestricted entitlement to work in Iceland before the company searches for employess outside of the European Economin Area. An exemption from this condition may be granted instances where the job required a university degree and it is forseen that an individual possessing the necessary education will not found within the European Economic Area.

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