

## 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.
- The pension fund that the foreign national pays their contributions to regarding their work must be stipulated.
  - Information regarding work arrangements, wages, and other perquisites.
    - Information regarding whether the position is full-time or part-time must be stipulated. If the position is part-time then information regarding the employment ratio must be stipulated.
    - Information regarding the foreign nationals' monthly salary or hourly wage must be stipulated
      - If the foreign national is paid an hourly wage, then the amounts regarding daytime, overtime, and shift supplements (33% and 45%) where applicable.
      - It is also permitted to refer to the wage-scale category in the relevant collective agreement if the foreign national is paid according to such an agreement.
      - It is not sufficient to tick "wages are paid according to relevant collective agreement" and not stipulate either a wage-scale category or amounts.
      - If the foreign national is paid monthly wages the overtime wages must nevertheless be stated on the contract.
    - If the foreign national receives other perquisites, i.e., in the form of meals, board and lodging, information regarding this must be stipulated in the contract of employment or in an accompanying document with the application.
  - The contract must state the location of where the work will take place.

- **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.
  
- **Temporary shortage of workers for jobs of which specialized knowledge is required.**
  - The Directorate of Labour may grant a temporary work permit for work that requires specialized knowledge which is temporarily lacking in Iceland and has been published by a regulation. [The current regulation is available here.](#)
  - This exemption allows for applications for specialists that hold specialized knowledge that falls short of the traditional educational requirements of the permit category for expert knowledge of Article 8.
  - The regulation compiles a list of the jobs that require specialized knowledge which is temporarily lacking in Iceland and the list is finite in the terms of applying for a temporary work permit under this exemption.
  - If applying for a permit under this exemption, please make sure the application reflects this by:
    - Stating clearly which job category the applicants intend to utilize.
    - Provide confirmation or documentation of the employee's specialized knowledge. This may include confirmation of previous employment, certifications, diplomas or other documents that attest to the qualifications of the employee.
    - Please keep in mind that a CV cannot serve as confirmation.
  
- **The application is based on the applicant's special qualifications with reference to a list of professions that require specialized knowledge that is temporarily lacking in Iceland.**
  - If an application for a work permit is based on these grounds, the application documents shall state which profession within the list of Regulation No. 707/2023 is based on. Applicants must also submit documents confirming that the employee possesses such specialized knowledge.
  - If the foreign national's knowledge is based on work experience, certifications or courses, documents confirming this must accompany the application documents.

- Due to work experience, the application must include information about previous workplaces and employment periods. Confirmations shall state the length of employment and information on what the job entailed.
  - A CV, for example, is not in itself a useful tool in this sense.
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- **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 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 office of [ENIC/NARIC Island](#). Please note that once a full recognition of the applicant's qualifications has been obtained by ENIC/NARIC the applicants are required to apply for a licence with the District Commissioner of Austurland as well. Both a copy of the decision letter from ENIC/NARIC and a copy of the licence must be submitted to the directorate.
  - **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 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 licensed in Iceland or where their licenses shall be obtained. An updated list of licenced professions may be accessed via [the Ministry of higher education, science and innovation](#).
  - **It is not necessary to advertise the job with the directorate of Labour and EURES in these instances unless the directorate instructs the applicants to do so as a part of the processing of the permit application.**

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