

Visiting Family and/or Friends Visa (Schengen Short Stay Visa)

For people who wish to visit relatives or friends, staying in their home.

IMPORTANT INFORMATION:

The duration of the presented flight reservation, insurance and formal obligation (3bis) must always correspond. In case of different or contradictory information, the embassy will issue a visa with a validity based on the shortest period of these 3 documents.

Starting date of the validity of the visa will always be the starting date of the initially presented flight reservation.

Documents in Farsi language only are not accepted for the treatment of your visa file; only translated documents will be taken into account.

The Farsi documents need to be translated by a sworn translator into one of our national languages or into English.

In case the authorization to issue the visa arrives after the initially planned departure date, you will be contacted by the embassy.

Documents	Description	Remarks
Main documents		
Original of passport	-Passport which must be valid for at least 1 Year from the date on which you intend to leave the SCHENGEN territory, or, in the case of multiple journeys, the date on which you intend to leave it for the last time	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Issued within the previous 10 years. It is advisable that your passport contains at least one double blank page reserved for visas (blank front and back) for each. Passport should be signed by the applicant.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Schengen application form	-Duly completed (in German, Dutch, French or English), dated and signed by the applicant in person. The form with a bar code is available once the registration on Visa-On-Web is completed online. Print out the form and add it to your documents.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-For family members or group applications each individual must have a separate VOW application form.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-In case of minors (below the age of 18), the application form needs to be signed by parents or person exercising legal guardianship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 photos	2 recent photographs in accordance to the Schengen photo requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No
Proof of purpose of stay and accommodation		

Evidence of employment and solvency proof	<u>For employees:</u> -Work certificate: a signed, dated and stamped certificate on company letterhead with contact information. Must state applicant's name, position, salary and years of employment.	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Holiday authorization from employer	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Salary slips of last 3 months	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Proof of payment of Social Security (list-e-bimeh)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Personal bank account statement of the applicant for the last 6 months : underline the transfer of salary on the account statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>For business owners, liberal professions, self-employed</u> -Valid business registration certificate / exploitation permit	<input type="checkbox"/> Yes <input type="checkbox"/> No

	-Gazette of the company	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Proof of payment of Social Security (list-e-bimeh)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Last tax payment receipt	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>For retired persons:</u>	
	-Receipt of retirement issued by the competent authorities	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Personal bank account statements of the applicant for the last 6 months: underline the transfer of income on the account statement	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<u>For accompanying persons, if unemployed:</u>	
	-Spouse: shenasnameh	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Children:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Proof of family relationship by birth certificate (shenasnameh – of the father is sufficient for the whole family)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-School attestation (depending of the age of the child)	<input type="checkbox"/> Yes <input type="checkbox"/> No
	-Minor travelling alone: authorization by both parents	<input type="checkbox"/> Yes <input type="checkbox"/> No
	- Minor travelling with one of the parents: authorization from the other parent	<input type="checkbox"/> Yes <input type="checkbox"/> No
Document for the minor (s)		
Copy of birth certificate	Translated Shenanameh	<input type="checkbox"/> Yes <input type="checkbox"/> No
Consent of the parental authority or legal guardian	If a child travels alone or is only accompanied by one parent: an authorization signed in front of a notary public by the parents/the parent who is not travelling, is required (original and copy).	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other documents		
		<input type="checkbox"/> Yes <input type="checkbox"/> No

Attachments to Iran	Proof of attachment to Iran Birth Certificate with translation	
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Medical insurance policy	<p>-The travel insurance should be valid for Schengen area if you apply for short stay visa.</p> <p>-The insurance must cover the minimum amount of 30,000.00 Euro (coverage: repatriation for medical reasons, urgent medical attention, emergency hospital treatment and transportation of the body in case of death).</p> <p>-The insurance should cover the whole period of your stay in Schengen area. If the visa is requested with a longer validity and multiple entries, the travel insurance only needs to cover the first trip.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
Copy of old passport	<p>If you have Schengen visas for last 5 years in the old passport, it is recommended to submit copies Schengen visas and the page with the personal data of that passport with your application.</p> <p>Also we request the copy of the current passport: 1st page with personal information + all the pages that have stamps and/or visa on it.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>