

CONFERENCE		YES	NO
1.	Application form duly filled in and signed by the applicant.		
2.	Two recent passport size photographs in color with white background (3,5 by 4,5 cm)		
3.	Passport /travel document must: a) have a validity of at least 3 months after the intended stay b) be issued within the previous 10 years c) have 2 blank pages (It is recommended to attach old passports.)		
4.	Flight ticket reservation (in accordance with insurance and accommodation).		
5.	Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 euros or equivalent, for all risks e.g. accident, illness, medical emergency, etc.		
6.	Letter of invitation or confirmation of registration including reference to the receipt of registration fee issued by the host organization duly signed and stamped by an authorized person.		
7.	Official program of the conference.		
8.	Reservation(s) of accommodation for the whole period of stay (in case of multiple city all reservations are needed).		
9.	Translation of birth certificate (Shenasname)		
10.	Employer's certificate needs to contain the following: job title, address, start date of employment, monthly amount of income and salary slip of the last three months. Formal requirements: letterhead paper, stamp, and corporate signature. Certificate from Social Security Organization also must be submitted. In case of self-employment, certificate of registration. / For students, certificate from school (from the latest semester). / For pensioners, Pension slip of the last three months.		
11.	Detailed bank account statement of the past three months.		
12.	Title deed (if you own property).		
13.	CV		
14.	Copy of the passport and previous visas		

REMARKS to be filled out VFS staff (please tick, what is relevant):	YES	NO
Refused, revoked, cancelled, or rejected Schengen visa?		
Does applicant have Any Relatives in Schengen area if Yes, their Details:		
Applicant's documents are complete?		
<u>Other remarks:</u>		

NOTE: If the documents you are submitting are in a language other than English, **you need to have them translated** (All the **translation** should be stamped by Iran's Judiciary and Ministry of Foreign Affairs)

Issuing the visa is subject to the submission of the documents listed. The Embassy reserves the right to request further documentation.

Original documents must be presented during the personal interview with the visa officer and **a copy also must be submitted.**

We would like to inform you that traveling differently from a pre-approved route may impact your next visa application negatively!

Signature of applicant

Signature of VFS Staff