



TOURIST VISA

When submitting your visa application, all documents must be presented in the order of this leaflet

1.	Application form Fully completed, dated and signed by the applicant himself or the legal guardian. If the applicant is a minor under the age of 18, both parents must sign the form and add a copy of their signed passports. The application form can be downloaded from the website: https://www.sem.admin.ch/sem/en/home/themen/einreise/visumantragsformular.html
2.	All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian) All copies must be format A4
3.	Two recent passport photographs in colour (not older than 6 months), size must be 3.5 x 4.5 cm with a light background, not stapled. Head covers are not permitted except for religious reasons. Full visibility of the face.
4.	Passport <ul style="list-style-type: none"> The original passport and one copy of all relevant passport pages (data on pages 2 & 3; pages containing previous Schengen / UK / USA / Canada visas from the last five years – no photocopies of empty pages). The passport must contain at least two empty pages. The passport must be valid for at least 3 months beyond the intended departure date from the Schengen States.
5.	Translation of the Iranian family booklet (Shenasnameh)
6.	Original bank statement in English confirming the current balance on your account/s + activity statement showing the movements over the last 3 months
7.	Translation of a property deed, if available
8.	Translation of the Extract of the Iranian commercial register
9.	Translation of the Social security payment list
10.	Translation of the Business license
11.	Company letter of your employer On a proper letterhead in original, duly stamped and with the name and position of the authorized signatory whose name has to be mentioned in the commercial register (scanned or electronic signatures are not accepted). The letter must contain the following information about the visa applicant: Position, duration of employment, salary, the purpose and the dates of the approved leave.
12.	Self-employed applicants For example: Business license, Physicians (Nezam Pezeshki), license for Lawyers and Factory Owners, for Representatives of insurance companies the agency agreement, etc.
13.	Retired applicants Notification for retirement pension increase + payment slip
14.	Accommodation Proof of accommodation for each night as per the intended trip (for example confirmed hotel reservation/s, copy of rental contract or proof of residential property).
15.	Photocopy of the return flight ticket reservation incl. intra Schengen countries.
16.	Detailed itinerary of the whole trip (Switzerland & Schengen countries)
17.	Travel insurance A travel medical insurance covering emergency medical, hospitalization and repatriation (including in case of death). The minimum cover should be of EUR 30'000.00. This insurance must be valid for the entire Schengen area and throughout the duration of the stay.
18.	Refusal letter from another Schengen Embassy during last three years: if applicable.
19.	Minors (under the age of 18) If travelling unaccompanied or with one parent / legal guardian, a letter of consent from the parent/s issued by a Notary Public. Both parents must sign the visa application form and add a copy of their signed passports.
20.	Students Letter from the school/university confirming that they are registered as students.

Note for children and spouse of Swiss and EU/EFTA nationals: Points 5 – 20 do not apply. Instead, please include the following documents: Photocopy of valid Swiss or EU/EFTA passport (of spouse/parent) and proof of family relation (copy of marriage or birth certificate).

Declaration – I have been informed that:

- Visa applications from non-residents in Iran will not be accepted. Iranian nationals, residing in another country than Iran, have to submit their applications to the Swiss representation competent for their place of residence.
- Personal presence of the applicant is mandatory.
- The visa application can only be submitted max. 90 days prior to the departure date.
- The application form has to be filled out in English, German, French or Italian.
- An application without the complete set of documents according to the above-mentioned list may result in a rejection of the visa application.
- This is not a comprehensive list. The Embassy of Switzerland in Tehran reserves the right to ask for additional supporting documents and/or a personal interview at this Embassy.
- No documents will be returned after submission and verification by this Embassy.
- In case of refusal, the visa fees are not refundable.
- Decision on the application will normally take place within 15 calendar days after lodging the application.
- During the visa processing time, no passport withdrawal is possible.

I hereby confirm that all information stated in the application and the supporting documentation is true. I am aware that providing incorrect information or falsified documents deliberately are punishable by both Iranian and Swiss law and will lead to refusal of visa.

Place:

Date:

Applicant's signature:
