



Schengen Visa requirements for Switzerland

BUSINESS VISA – attending a CONFERENCE or EXHIBITION

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***, please do check and consult the General Information Leaflet published on this website. Due to the high demand for visas, it is strongly recommended to arrange the appointment 90 days prior to your departure.

Opening hours: Sunday to Thursday (except Iranian and Swiss public holidays, from 08.00 AM – 11.30 AM with prior appointment, see official closure dates of the Embassy on our main web page : <https://www.eda.admin.ch/countries/iran/en/home/aktuell/feiertage.html>)

For the appointment, please contact the Embassy Tel. 021 22 00 84 54 - 55.

To prepare your applications, you should consult the Embassy’s webpage www.eda.admin.ch/tehran.

Required Documents:

1.	One application form “C” duly filled in and signed by the applicant
2.	Two recent passport-sized not older than 6 months and colour photographs (size 35-40 mm in width), with light background (please consult our website for the right picture)
3.	Original passport or official travel document valid for more than 3 months beyond the validity of the requested visa, with minimum two blank visa pages to affix the visa sticker
4.	One A4 copy of pages 2 & 3 of passport (copies of previous Swiss / Schengen / UK / US / Canada visas from 2000 onwards (no photocopies of empty pages
5.	The original family book (Shenasnameh) and one A4 photocopy of all pages
6.	Original bank statement in English confirming the current balance on your account(s)
7.	Business invitation from the inviting company in Switzerland stating <ul style="list-style-type: none"> • Duration and purpose of the visit • Guarantee of taking over all the costs during the stay (if intended) • Guarantee for punctual return to home country <p>The invitation letter has to be signed by an authorized signatory from the company and sent directly to the applicant and have to be submitted together with the application</p>
8.	Extract of the Iranian commercial register and original translation
9.	Social security payment list and original translation
10.	Business license and original translation
11.	Original Job certification: stating the position, duration of employment, purpose of the trip, signed by the competent and authorized person, whose name has been mentioned in the commercial register (translated if written in Persian
12.	Certificate of representation or agency agreement etc...
13.	One A4 photocopy of the reservation of the return flight ticket incl. intra Schengen countries
14.	Confirmed hotel bookings for the whole trip
15.	Detailed itinerary of the whole trip (Switzerland & Schengen area)
16.	One A4 photocopy of travel medical insurance for the entire period of stay, valid for all Schengen States, minimum coverage must be EUR 30.000.-
17.	Refusal letter from another Schengen Embassy during last two years: if applicable

Requirements for attending an exhibition or a conference

Copy of passport pages 2 &3
Copy of Shenanameh (all pages)
Copy of precious visa if available 2000 onward
Bank statement
Business documents or study certificates
Ticket reservation
Insurance for duration of stay
Hotel reservation with full address

Important

- Accompanying spouse or family-members of business travellers have to apply for a tourist-visa. (see the leaflet for tourist visa). Special requirements for minors and students, please consult points 17 and 18 of this leaflet.
- Please note that this is not a comprehensive and definitive list. The Embassy may request additional documentation at any time; if necessary.
- All submitted documents have to be either in English, German, French or Italian. If the documents are issued in another language, a certified translation in one of these languages has to be submitted in addition to the original document.

General information

- Applications will only be accepted and processed after submission of all required documents.
- While processing the application the passport will be kept at the Embassy.
- A4 Photocopies of all relevant documents must be provided to the Embassy (please bring along all original documents; they may need to be verified).
- Some Original documents will be returned after verification.
- Please note that NO information is given by phone.
- During the visa application process, questions regarding your visa application may be submitted by email (teh.visa@eda.admin.ch), please do allow time for a reply
- The Embassy cannot be held responsible for any inconveniences caused by any delay or if the visa is refused.

Tehran, May 2017