



DEPENDANT PERMIT / FAMILY REUNION

Applications should be submitted at least 4 months prior to the beginning of the intended stay and travel, with appointment only.

Opening hours: Sunday to Thursday (except Iranian and Swiss public holidays, from 09.00 am – 10:00 am, see official closure dates of the Embassy on our main web page:

<https://www.eda.admin.ch/countries/iran/en/home/aktuell/feiertage.html>)

To prepare your application please consult the Embassy's webpage www.eda.admin.ch/tehran.

The applicant has to submit two completely ordered and identical files to the Embassy (the 3 x original visa application form is the type D for long stay).

One file contains the original translations, the second one the copies and the third one only the application form.

1.	<p>Application form Three application forms (long-term stay, visa type D) duly filled in, dated and signed by the applicant. 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</p>
2.	All documents must be in English, translated to English by a sworn-in translator, or in an official Swiss language (German, French, Italian)
3.	Four 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.	Original passport or official travel document valid for at least three months beyond the validity of the requested visa, with at least two empty pages. The passport must be signed.
5.	Photocopies of the pages 2 & 3 of your passport
6.	Translation of the Iranian family booklet (Shenasnameh)
7.	Explanation letter from fiancé(e) spouse / parents / child with convincing reasons for your request applying for a long stay.
8.	Copy of the passport of your spouse / sponsor / parents living in Switzerland.
9.	Copy of the Swiss resident permit card of your spouse / sponsor / parents (if not Swiss).
10.	Marriage certificate (only applicable if you would like to join your spouse).
11.	Shenasname of dependent children (if any).
12.	<p>Evidence of your (fiancé(e) spouse / sponsor / parents) financial means:</p> <ul style="list-style-type: none"> • Bank activity statement/s showing the movements over the last 3 months. • Recent income tax return

Important general information:

- 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.
- The application of a spouse of a Swiss national can only be processed once the marriage has been registered in Switzerland or the documents for marriage preparation in Switzerland have been submitted.
- Personal presence of the applicant is mandatory.
- The application form has to be filled out in English, German, French or Italian.
- Applications will only be accepted and processed after submission of all required documents.
- This is not a comprehensive list. The Embassy of Switzerland in Tehran reserves the right to ask for additional supporting documents. Photocopies of all relevant documents must be provided to the Embassy. Please bring along all original documents; they may need to be verified. Original documents may be returned after verification. Please inform at the time of submission if you need an important original document back.
- The application will be forwarded to the competent authorities in Switzerland for their decision (this may take 12-16 weeks). On receipt of the authorization, the applicant will be directly contacted by the competent Cantonal Authorities in Switzerland.
- Please note that the applicant will not be granted a tourist/visitor's visa while the above application is being processed by the Swiss authorities.
- During the visa application process, questions regarding your visa application may be submitted by email to: 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.

If the authorisation has already been given (please check with the Embassy – www.eda.admin.ch/tehran), the applicant would have to submit only one visa application type D long stay with two passport-sized and colour photographs along with the copy of the authorisation, original passport, copy of passport and the prevailing visa fees. In this case, the visa application may be submitted between 09.00 am – 10.00 am without prior appointment. Please note that processing time is 24 to 48 hours (one to two working days).

Important notification:

The applicant must be aware that the Swiss Embassy is only an intermediary in such an application. The Embassy receives the application and sends it together with the submitted documents to the competent Swiss Authorities in Switzerland. The respective competent Cantonal Migration Offices do make the decision and any inquiries, in case of long delays, have to be addressed to them, usually through the host, sponsor, relative, etc. in Switzerland. Please refrain to send inquiries about the status of your file to the Embassy because they cannot be answered. Once the application has been submitted, the Embassy can only wait for the final decision and authorization to issue the visa.

The entry visa will allow you to travel through the Schengen States and enter Switzerland during its validity. Within the first 14 days following your initial entry you will have to declare your arrival at the Foreign Police or Town Registrar at your place of residence (German: Fremdenpolizei / Einwohnerkontrolle; French: Police des étrangers / Contrôle des habitants; Italian: Ufficio degli stranieri / Controllo degli abitanti). The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Tehran, August 2018