



Embassy of France in Tehran
Checklist for long stay visa
Study

Submitted

1	A receipt with applicant's username (Etudes en France, Campus France online file No., ex. IR15-00027)	
2	The application form , filled completely in French or English and signed and dated by the applicant.	
3	Two color photos , not older than 6 months, with a white background and in 3.5 x 4.5 cm, covered by 70% to 80% of the applicant's face, <u>without any hair covering</u> .	
3	Passport: Valid for at least three months after the expiry date of the requested visa, with at least 2 unsealed pages and must be signed by the bearer. The copy of the Identity page and the copies of all Schengen visas (on the current and previous passports) and the copies of all entry and exit stamps.	
4	Shenasnameh (Birth certificate) , officially translated in French, with copy of all pages	
5	Military Service Completion Card, officially translated in French. Dates of the military service shall be included on the card.	
6	Education certificates , translated in French and legalized by the French Embassy, if applicable. Employment and leave certificate , translated in French, if applicable	
7	Supporting documents for the financial ability. The applicant needs to prove he/she can afford 615 euros per month for the first academic year. • If the applicant is on scholarship , the certificate for covering the costs by the respective organization. • If the applicant has a guarantor , ID proof of the guarantor, cost bearing certificate , along with the supporting employment documents and the last three months of the original bank account circulation statements with stamp (personal account and professional account, in Latin), recent tax payment receipt, applicant's relationship certificate with the guarantor (if the guarantor lives in France). Applicant's employment and leave certificate, if applicable. The guarantor shall be applicant's close relatives in Iran or France (Father, mother, brother, sister, grandfather, grandmother, uncle, or aunt) • If the applicant does not have a guarantor , the supporting employment documents and the last three months of the original bank account circulation statements with stamp, personal account and professional account, in Latin.	
8	Accommodation certificate in France: Certificate by the admitting institute or organization (ex. Crous or certificate of accommodation), a copy of lease agreement or title deed, French national I.D. card or residency permit of the host in France.	
9	OFII papers Download here http://www.ofii.fr/IMG/pdf/Formulaire_de_demande_d_attestation_OFII - recto verso - Version du 06-01-2017.pdf	
	All documents are translated in French by a certified translator	

Remarks:

Declaration - I have been informed that:

- My passport will be under custody of the Embassy of France in Tehran during the process of my Schengen visa application which can take up to at least 15 days
- **An application without the complete set of documents according to the above mentioned checklist may result in a rejection of my visa application**
- The Embassy of France in Tehran reserves the right to ask for additional supporting documents if necessary and does not guarantee the issue of the visa. In case of a refusal, visa fees are not refundable

Date:

Applicant's (or his/her representative's) signature:

VFS Officer: