



Em bassy of France in Tehran
Checklist for short stay or long stay visa
Scientific

Submitted

All documents must be in A4 paper and front copy. All Persian documents must be officially translated in French or English

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|---|--|--|
| 1 | The application form , filled completely in French or English and signed and dated by the applicant. | <input type="checkbox"/> |
| 2 | 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. | <input type="checkbox"/> |
| 3 | France-Visas Receipt with the France-Visas Reference Number | <input type="checkbox"/> |
| 4 | 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. | <input type="checkbox"/> |
| 5 | Shenasnameh (Birth certificate) , officially translated in French, with copy of all pages | <input type="checkbox"/> |
| 6 | Curriculum Vitae in French or English | <input type="checkbox"/> |
| 7 | Admission contract (Convention d'Accueil) , <u>original and copy</u> , issued by a certified institute which states that the applicant can afford their living expenses in France and return to their country along with stay insurance and insurance covering possible accidents due to research activities at the admitting institute.

And supporting documents for the financial position if the admitting institute is not covering the expenses:

CV and abstract explaining shortly what the research is about in English or in French. | <input type="checkbox"/>

<input type="checkbox"/> |
| 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. | <input type="checkbox"/> |
| 9 | Copy of Flight ticket reservation , if provided | <input type="checkbox"/> |
| | All documents are translated in French by a certified translator | <input type="checkbox"/> |

Remarks: The applicant is informed that the documents marked with X are missing, and still is wishing to submit. ☐

Declaration - I have been informed that:

- The passport can only be withdrawn on the application day. Once the passport is handed over to the Embassy of France in Tehran, no request is accepted.
- **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.

Date:

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

VFS Officer: