



**Embassy of France in Tehran**  
**Checklist for short stay visa**  
**Study**  
**(French course, French TTC course)**

**Submitted**

1	<b>The application form</b> , filled completely in French or English and signed and dated by the applicant.	
2	<b>Two color photos</b> , 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.	
3	<b>Passport:</b> 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	<b>Shenasnameh (Birth certificate)</b> , officially translated in French or English, with copy of all pages	
5	<b>Study proof, any Persian document must be officially translated in French or English:</b> <ul style="list-style-type: none"><li>• Pre-enrollment or enrollment certificate at a public or private educational institute, a professional or continuous course.</li><li>• Or a certificate stating the applicant is going to participate in an educational program in the European Union.</li><li>• Or a certificate of scholarship.</li></ul>	
6	<b>Supporting documents for the financial ability</b> <ul style="list-style-type: none"><li>• <b>Scholarship:</b> the certificate for covering the costs by the government.</li><li>• <b>With a guarantor:</b> ID proof of the guarantor 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.</li><li>• <b>Without a guarantor:</b> the supporting employment documents and the last three months of the original bank account circulation statements with stamp (personal account and professional account) of the applicant, in Latin.</li></ul>	
7	<b>Accommodation certificate</b> <ul style="list-style-type: none"><li>• The accommodation letter sent by the inviting institute.</li><li>• Or the formal invitation letter (Attestation d'Accueil) set up in the municipality (la Mairie), the original letter and its copy</li><li>• Or hotel reservation for the duration of the stay</li><li>• If necessary, a title deed, lease, or any other documents which are a proof of a property or a lease in France (Certificate of occupancy or ownership duties).</li></ul>	
7	Copy of <b>medical insurance certification</b> valid for all Schengen countries covering the entire period of the intended stay: including repatriation, evacuation (minimum coverage equivalent to 30 000 euros)	
8	Copy of <b>flight reservation</b> , including the return flight, with departure date not later than 3 months after the application day	
	<b>All documents are translated in French or English by a certified translator</b>	

**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:**