

CONFERENCE		YES	NO
1.	Application form duly filled in and signed by the applicant		
2.	One recent passport size photograph in color with white background (3,5 by 4,5 cm)		
3.	Passport/travel document must: a) have a validity of at least 3 months after the intended stay b) be issued within the previous 10 years c) have 2 blank pages (It is recommended to attach old passports as well.)		
4.	The invitation of the conference organizers and the Czech provider on the headed paper duly signed and stamped and confirmation of registration/receipt of		
5.	Abstract of a paper or a lecture prepared for the conference is recommended		
6.	Reservation of return ticket and transportation in Schengen area (if applicable)		
7.	Confirmed accommodation reservation for the entire journey		
8.	Travel medical insurance valid for all Schengen countries with 30 000 Euros daily coverage and valid for all risks. (Correct spelling of the name and passport number is essential)		
9.	<b>Employees:</b> certificate of employment + pay slips for the last three months, certificate of affiliation to Tamin-e Ejtemaei (Social Security Organization)/Khadamat-e Darmani (Health Services Organization) or equivalent, or letter of the employer explaining why this certificate is missing. <b>Traders:</b> proof of entry in the trade register + proof of membership of Tamin-e Ejtemaei (Social Security Organization)/ Khadamat-e Darmani (Health Services Organization) or equivalent if applicable. <b>Directors or shareholders of Iranian companies:</b> introduction letter signed by a legal representative of the company confirming the office or status of the applicant; proof of existence of the company in Iran (Official Journal); proof of appointment if not mentioned on the Official Journal.		
10.	Bank account statement and circulation of the same account for the last 3 months		
11.	Proof of ownership of property in Iran is recommended		
12.	Official translation of birth certificate (Shenasnameh)		
13.	Copy of the passport and previous visas		

**NOTE:**

- All documents must be submitted in English or Czech language.
- The Embassy reserves the right to request further documentation if needed.
- Original documents must be presented during the personal interview with the visa officer and a copy must be submitted.
- False or falsified documents, incl. fake bookings, will lead to the refusal of visa and/or further consequences.

REMARKS to be filled out VFS staff (please tick, what is relevant):	YES	NO
Applicant's first application for Schengen visa?		
Refused, revoked, cancelled or rejected Schengen visa?		
If yes/ how many times?		
From which countries and when?		
Applicant travels alone?		
If no, he/she is accompanied by (family, friends, colleagues...)		
Applicant's documents are complete?		

Other remarks:

**SIGNATURES AND AGREEMENT**

**1) Visa Applicant**

I have read and agreed to the terms and conditions valid for this visa application as per above

Place and date

Signature

**2) for VFS staff:**

Applicant has been informed of the above. The remarks have been completed together with the applicant.

Place and date:

Signature