

The Consular Section of the Embassy of Spain in Teheran acknowledges receipt of your e-mail and informs you that the letter will be exclusively answered in case it may be considered that your consultation has not been answered, neither in the below paragraph infra. "Frequently asked questions" nor in our website:

www.exteriores.gob.es/Embajadas/Teheran/es.

In our web, you will find comprehensive information about our visa application procedures, documents and other requirements, visa application forms and visa fees.

FREQUENTLY ASKED QUESTIONS

1. How can I book and appointment?

Appointments can be made at the Visa section's reception from Sunday to Wednesday, 09:00 to 11:00. Applicants should refer to the Embassy in person to apply for an appointment, providing it with two copies of the first page of their passport and the invitation letter or hotel reservation.

The invitations for companies, relatives or commercial purpose will be handed by the applicants, without the need to forward it through the email of this Consular Section.

Appointments are free.

2. How can I get the visa application form?

Visa application forms can be downloaded from our websites, although you will also find them available at the Consular Section.

3. Do I need to come to the Embassy in person to submit my visa application?

All applicants must come in person to the Embassy to submit their visa application. Biometric data will be taken at the Consular Section, as well as all documents from the visa file. Minors under 12-year-old are exempted and their presence will not be required.

4. How much is the application fee?

The application fee for Schengen visa is **60 EUR**, for children between six to twelve-year-old **35 EUR** and minors under 6-year-old are free of charge.

5. Can I pay the fee in Iranian Rials, with credit card or bank transfers?

NO, all fees will only be accepted in EUR and in cash. The Embassy does not have facilities to accept fees paid with card, bank transfers and local currency.

6. Will my fee be refunded if the application is refused?

NO, all fees are non-refundable, even if the application is unsuccessful. The fee is a processing fee and not a visa fee.

7. When should I apply?

Applications should be submitted in maximum 90 days – 3 months- prior to the travel date and with a minimum of 15 days.

The processing time from the moment of application on is in between 15 and 20 days, however certain cases may require more scrutiny, and the processing time may be extended to 30 days.

Also if your application is incomplete, you have a delay of 10 days in order to offset the file. The Embassy recommends for all applicants to start visa applications and travel preparations ahead of time.

8. Can I submit documents in Farsi?

NO, all documents submitted must be translated only and exclusively into Spanish. Documents such as bank letters, bank statement or invitation letters from Iranian companies will be accepted only if they are issued originally in English.

9. I have been granted a visa, what is the next step?

If you receive a positive answer to your visa application, you will need to submit your passport together with a copy of confirmed ticket (with E-Ticket number and not a reservation) and a copy of your travel insurance.

Please note that, it may take few days to issue your visa, so we recommend you to submit your passport well in advance, in order not to compromise your trip to Spain.

Applicants are required to submit their passport and collect their decision within one month from the date of application on. After this period, applications will be stored.

10. My visa application has been refused, what is the next step?

If you receive a negative answer to your visa application, you must refer to the Embassy in person in order to collect the refusal letter. Please note that this letter will only be delivered to the applicant and not to any other representative.

In the case you may have any objection against the decision; you can appeal within one month the day after you receive your decision onwards. Processing an appeal will take up to one month from the date of submitting and you will only be called if you receive a positive decision on your appeal.

11. How can I check my application's status?

You may call the Embassy during its working hours. Before calling, please note that due to high traffic, there might be waiting time on the phone lines. We will not answer this type of requests through email.

You may also come to the Embassy in person during working days from 13:30 to 14:30.

Visa Section's working hours

- 08:00 to 13:30 : Application Intake (counters)
- 09:00 to 11:00: Appointment Registration (reception) from Sundays to Wednesdays
- 13:30 to 14:30: Collection of refusals, appeals, and documents and passports hand in. We will not collect passports on Thursdays.

The Embassy is closed on Fridays and Saturdays

REQUIRED DOCUMENTS FOR A SCHENGEN VISA APPLICATION

Iranian citizens or foreign citizens residents in Iran that intend to visit legally Spain for one of these following reasons infra. should apply for a Schengen Visa.

Please note that excluding the documents that are originally issued in English, all translate documents must be submitted in Spanish.

General documents:

- Completed Schengen visa application form with one recent photo (3X4).

- Original and copy of all pages of your current passport and previous passport (A4 size). Every applicant must hold a separate passport with minimum six months validity.
- Bank letter together with six months statement, both are mandatory.
- Employment documents, including letters, salary slips and insurance premium list.
- Additional financial documents, like property deeds, etc.
- Hotel reservation and flight reservation for intended duration of stay, both stamped by the agency or hotel

Transit Visa

General documents:

- Visa or entry permit to the third country issued by the relevant authority.
- Documents showing travel to the final destination or rest of the trip.

Business Visa

General documents:

- Invitation from the Spanish Company, mentioning the reason and details of the trip and type of the business with Spain. Also the invitation should mention name of the invitees, date of travel, and coverage of the travel costs. A copy of the invitation must be sent in advance to the Consular Section's email:

emb.teheran.sc@maec.es

- Travel decree by the Iranian company, mentioning details of the duty travel, and that the details of the applicant's employment and job at the company as well as the bearer of the travel costs.

- Registration documents for the Iranian company, including gazettes, permits, commercial ID, insurance premium lists, etc.
- Proof of previous business with the Spanish company, if there was such.

Cultural Visa, including congress, exhibitions and etc.:

General documents:

- Invitation from the Spanish organization or institute. A copy of the invitation must be sent in advance to the Consular Section's email:

emb.teheran.sc@maec.es

- Original and copy of the registration document.

Tourist Visa

General documents:

- If you own a property in Spain: Nota Simple + original and copy of the property deed.
- Tourism: Hotel and flight reservations, stamped by the travel agency or the hotel.
- Family Visit: Original and copy of the official invitation issued by the Police. + Copy of the host's DNI.

Medical Visa

General documents:

- Official letter from the medical center in Iran, mentioning the disease and declaring the necessity of treatment in Spain, signed and stamped by the responsible doctor.
- Invitation, confirmed appointment and certificate of estimated treatment costs by the medical center in Spain.

- Original and copy (translated) of treatment history and sickness.

Sports Visa

General documents:

- Invitation from the Spanish Federation.
- A copy of the invitation must be sent in advance to the Consular Section's email:

emb.teheran.sc@maec.es

- Letter of introduction from the Iranian Federation, National Olympic Committee of Iran, mentioning the reason of travel, date of travel, bearer of travel costs, names of all applicants.

Sincerely,

Consular Section of the Embassy of Spain