



## Business Checklist

	<b>Documentation</b>	<b>YES</b>	<b>NO</b>
1	Visa application form One completed and signed visa application form that the applicant filled via <a href="#">e-application</a>		
2	Passport a) must have a validity of at least 3 months after the intended stay and b) be issued within the previous 10 years and c) have 2 blank pages. Original and copy of current and previous passports if they have schengen visas.		
3	One photograph a) no more than 6 months old, b) 35x40 mm in width, c) in color, sharp focus and clear, no ink marks or creases, taken with a plain, bright background.		
4	Travel medical Insurance Travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during stay. The minimum coverage must be 30.000 EUR.		
5	Detailed travel itinerary		
6	Return flight tickets or confirmed flight reservations		
7	Detailed bank account statement From a bank in Iran for the last 3 months and proof of ownership of property in Iran, if applicable.		
8	Guarantee letter a) Guarantee letter from a legal entity/company in Slovenia, b) specifying the reason for the visit and the date(s), c) duly signed and legalized along with documentary evidence of the business relationship (contracts, invoices, correspondence, proof of import, etc.)		
9	Introduction letter a) introduction letter signed by a legal representative of the company confirming the office or status of the applicant; b) proof of existence of the company in Iran (e.g. notice published on the Official Journal) c) proof of appointment if not mentioned on the Official Journal;		



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10	<p>Evidence of occupation (depending on the status of applicant):</p> <p><b>Officials:</b> act of appointment or certificate of tenure and last payslip</p> <p><b>Employees:</b> certificate of employment or recent employment contract + payslips for the last three months, certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, or letter of the employer explaining why this certificate is missing;</p> <p><b>Artists:</b> proof of membership to one of the artist's official professional associations (e.g. House of Cinema, House of Photography, etc.) and/or proof of previous engagement in professional artistic activity (exhibitions, festivals, etc.) and certificate of affiliation to Tamin-e Ejtemaei (Social Security Organisation), Khadamat-e Darmani (Health Services Organisation) or equivalent, if applicable;</p> <p><b>Pensioners:</b> proof of receipt of a retirement pension;</p> <p><b>Students or minors:</b> evidence of the parents' social or employment status and, where applicable, school attendance certificate or student card;</p> <p><b>Un-employed persons:</b> proof of adequate socio-economic status (e.g.: marriage certificate, family record book, documents confirming ownership of a propriety).</p>		
11	<p><b>Proof of accommodation</b></p> <p>Hotel reservation or alternative proof of accommodation for the entire stay.</p>		
12	<p><b>Shenasnameh</b> (identity document with family record from the register office).</p>		
13	<p><b>Visa fee</b></p> <p>Visa fee is 60 EUR, it is accepted in only in the exact amount in EUR. It is not refundable in case of refusal or withdrawal of application.</p>		

**Original documents must be presented during the personal interview with the visa officer and a copy must be submitted. All documents should be translated into Slovene or English by official translator. If the applicant fails to prepare the application with supporting documents properly, he/she might be advised to book a new appointment or insist on submitting incomplete application.**

In case of **missing documents**, applicant chooses:

I will bring the missing documents on \_\_\_\_\_

I insist on submitting this application without missing documents.

**Embassy will not take any responsibility for incomplete applications or late submissions. In case of not delivering the supporting documents until requested date, the Embassy will decide according to Visa Code. Once the visa application, together with all supporting documents, is complete, the procedure takes no less than 15 days. It can in some cases take 30 days.**

**NOTE:** The Embassy reserves the right to request further documentation if needed. The applicant undersigned below allows the Embassy to keep the photocopies of documents for purpose of visa procedure. False or falsified documents, including fake bookings, will lead to the refusal of visa and/or further consequences.

Signature of applicant:

Signature of visa officer:

Date: