



Is a visa required?	Yes	
Recommended processing time:	The authorities recommend that US nationals allow 4-6 weeks in total to obtain a visa , consisting of 4 weeks to receive a Visa Authorisation Number plus additional time for stamping of the visa (depending upon whether the applicant resides close to an Iranian Embassy and can visit in person, or needs to mail their passport).	
Passport requirements:	Valid for 6 months beyond the expected date of departure from Iran Must contain at least two blank pages facing each other	
Step 1: Application for Visa Authorisation Number	Delegates should email the following to chitching@centreforaviation.com:	
	<ul style="list-style-type: none"> • high quality scan of their passport (personal details page) • position in the company • email address • father's full name • expected date of arrival in Iran • expected duration of stay in Iran • any plans to extend the stay in Tehran for longer than the duration of the Summit, and if so, the purpose of the extension e.g. business meetings, tourism, visiting family/friends 	<ul style="list-style-type: none"> • any plans to visit places in Iran outside of Tehran, and if so, which places and the purpose of visiting them • details of any previous visits to Iran • completed and signed "US Citizen Authorization Form" – available here. • location where they plan to have the visa stamped in their passport – this can be any Iranian Embassy or Consulate General in the world. For a listing of Embassies/Consulates click here. The location cannot be changed after the application has been submitted.
	<p>We will submit these details to the Iranian Ministry of Foreign Affairs in Tehran for processing. Please note that the decision to authorise a visa is at the discretion of the Ministry and we cannot guarantee the outcome. Upon approval, delegates will be emailed their Visa Authorisation Number which they must quote in Step 2: Stamping of Visa in Passport.</p> <p>Estimated time to issue Visa Authorisation Number: 4 weeks</p>	
Step 2: Stamping of Visa in Passport (prior to arrival in Iran)	Delegates must take or send their passport to an Iranian Embassy or Consulate General anywhere in the world to have the visa stamped in their passport against the Visa Authorisation Number. For a listing of Embassies/Consulates click here . The location must be specified at the time of application.	
	OPTION 1 – Applicants resident in the United States or Canada For applicants resident in the United States or Canada the closest location is the Iranian Interests Section of the Pakistan Embassy in Washington DC, which accepts passports for stamping by mail. Information on the current procedure applicable at the Iranian Interests Section in Washington (which is subject to change) can be found here . Applicants will be required to complete this form (Form 101 - The response to the question 'Type of Visa Requested' should be 'Other'), submit a passport photo(s), quote their Visa Authorisation Number (Step 1) and provide any other information that may be required. The applicant is responsible for verifying these details by contacting the Iranian Interests Section.	OPTION 2 – Applicants resident elsewhere Applicants will be required to complete an additional application form, submit a passport photo(s), quote their Visa Authorisation Number (Step 1) and provide any other information that may be required. The process and requirements for Step 2 vary by location. The applicant is responsible for verifying these details by contacting the relevant Iranian diplomatic mission directly.
	Delegates should contact the Iranian diplomatic mission to ascertain the estimated time to stamp the visa. This is likely to range from 1 day if the delegate visits in person, to 2 weeks if delegates send in their passport, depending on the courier service selected.	
Fee for stamping Visa	A fee for stamping the visa is payable directly to the relevant Iranian diplomatic mission. This fee varies by the location of the mission but for US citizens is generally around USD120. Delegates should contact the relevant Embassy/Consulate General to confirm the fee.	
Travel insurance	It is mandatory for foreign visitors to Iran to have travel insurance. You may be asked to show a copy of your policy, including proof that it is valid in Iran. To avoid any doubt or debate, most delegates will probably find it easier to simply purchase the Iranian travel insurance policy from the desk in the immigration hall. The premium for a stay of up to 30 days is approximately EUR14/USD20. The insurance must be purchased (with payment by cash) prior to proceeding to the visa or immigration counter.	