



*Shiraz University  
of  
Medical Sciences*

**SUMS**

**VISA GUIDELINES  
FOR  
INTERNATIONAL STUDENTS**

**International Education Program (IEP)**



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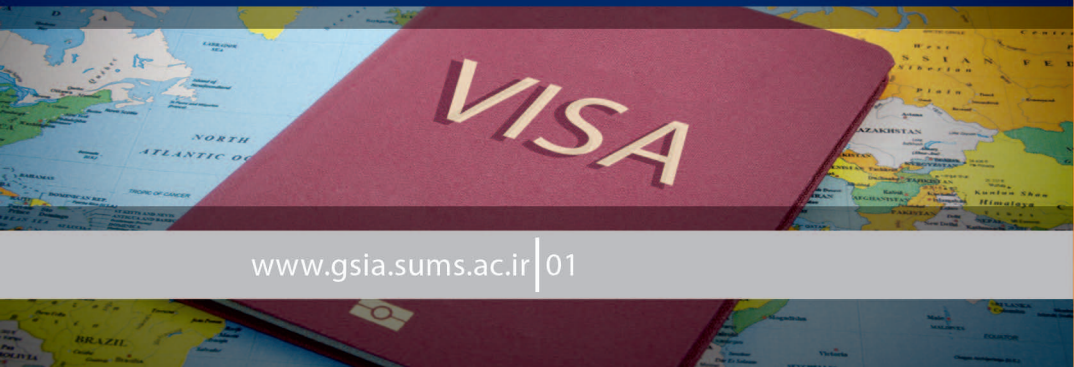


**VISA**



Visas and residence permits are important and necessary documents allowing international students to successfully and safely complete their studies. A visa is an endorsement on a passport indicating that the holder is allowed to enter, leave, or stay for a specified period of time in a foreign country.

Procedures for obtaining and extending these documents can be complicated. Therefore, please read the following information carefully and direct all questions to the Office of the Vice-Chancellor for Global Strategies and International Affairs (GSIA) to ensure that you do not encounter any visa or residency issues.



The background is a solid orange color with a faint, artistic collage of study-related items. These include a laptop, a stack of books, a pen, and a small globe, all rendered in a light, sketchy style that blends into the background.

# **Before Arrival: Student Entry Visa**

# Before Arrival:

## How does the visa application procedure work?

According to the Iranian law, students cannot apply for a student visa themselves. Shiraz University of Medical Sciences (SUMS) coordinates all applications and extensions for entry visas, residence permits and exit visas for undergraduate, graduate, and visiting students.

If you require an entry visa or residence permit, you will be contacted via email by SUMS outlining all necessary procedures and documentation. Provided that you supply all necessary documents in time, application procedure takes about 10-12 weeks. You are advised to keep up a file with all official documents and letters you receive during your stay in Iran.







**If you** get admission to SUMS, you will receive a letter of admission. Along with this letter, we will send you the visa application documents, which you should fill out and return to us. These will then be sent on to the Iranian immigration authorities, where your application will be processed. After the Immigration and Naturalization Service (INS) has processed your visa application, we will inform you about the decision through e-mail. It is worth mentioning that we cannot influence the Immigration and Naturalization Service procedures in any way.



**If your** visa application is approved, we will send you a **Visa Reference Number**. You will need to provide this number while applying for your entry visa at the Iranian Consulate or Embassy in the country where you want to collect your visa. Your Visa Reference Number will allow you to apply for your student visa under a simplified procedure. Afterwards, you will be asked to contact the Embassy of Iran (Passport, Visas & Consular Affairs) in your country of residence or any other country where there exists an Iranian Embassy or Consulate. The embassy will let you know where and when to pick up your approved visa.

# Required Documentation



Most recent certificate of studies



Color passport photograph (3\*4 cm or 4\*6 cm in size)



Scanned copy of data page of valid passport  
(passport must be valid for at least six months  
beyond the expected date of entry to Iran)



Completed SUMS Visa Application Form



**How long does it take to  
process my  
student visa application**



The whole process takes about 10 to 12 weeks.



**KLIST**

# IMPORTANT NOTES

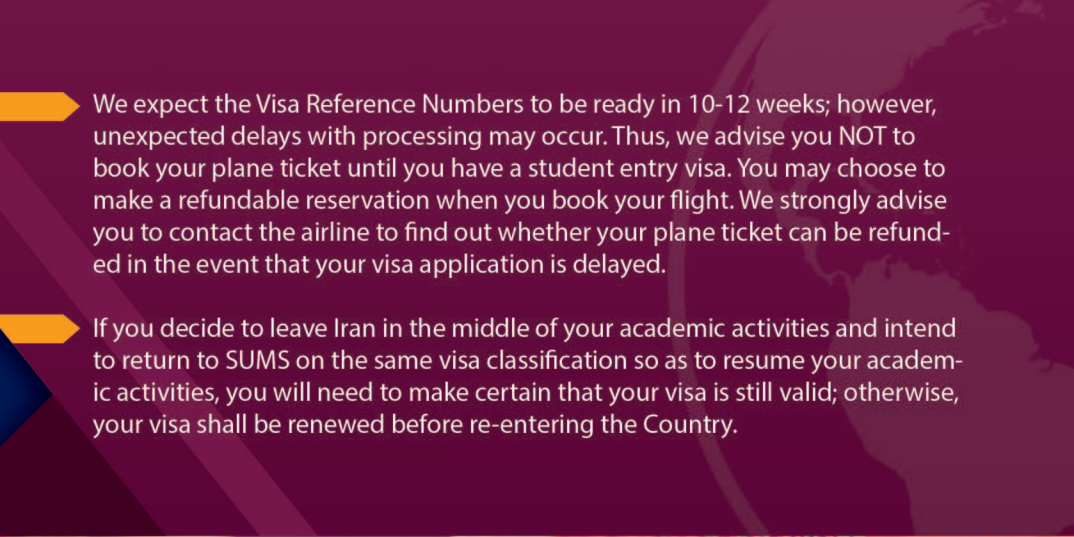
## for Before Departure: Entry Visa

SUMS will contact the INS on your behalf to arrange for your student entry visa application to be processed. Please note that under Iranian law, students are not allowed to apply for a visa individually.

Official invitations for student visas are issued only by the Ministry of Foreign Affairs of Iran; thus, SUMS can neither expedite the process nor be certain of the exact date when your visa reference number will be available.


In order to avoid possible problems in applying for a visa or entering Iran, it is recommended that your passport be valid for at least six months beyond your expected entry date to the Country.





We expect the Visa Reference Numbers to be ready in 10-12 weeks; however, unexpected delays with processing may occur. Thus, we advise you NOT to book your plane ticket until you have a student entry visa. You may choose to make a refundable reservation when you book your flight. We strongly advise you to contact the airline to find out whether your plane ticket can be refunded in the event that your visa application is delayed.

If you decide to leave Iran in the middle of your academic activities and intend to return to SUMS on the same visa classification so as to resume your academic activities, you will need to make certain that your visa is still valid; otherwise, your visa shall be renewed before re-entering the Country.



Since INS issues Single Entry Visas for all international students, if you plan to leave Iran, your visa must be renewed. Please be informed that the visa process takes at least 10-12 weeks.

Under Iranian laws, students cannot begin or resume their academic activities while on a Tourist Visa.

In case an Iranian embassy is not located in your home country/country of domicile, you can collect your visa in any country you had previously specified on SUMS Visa Application Form.



**After Arrival**

# After Arrival:

All international students are required to register at the Office of Consular Affairs (*see the location on the map and the address on pp. 17-18*) upon their arrival in Shiraz. Students who seek help in consular issues can consult the Office of Consular Affairs after making necessary arrangements with the Office of the Vice-Chancellor for Global Strategies and International Affairs (GSIA) at Shiraz University of Medical Sciences.



The following Table summarizes the items required so as to proceed with the consular services at SUMS:

Table 1: Requirements for Consular Affairs Procedures

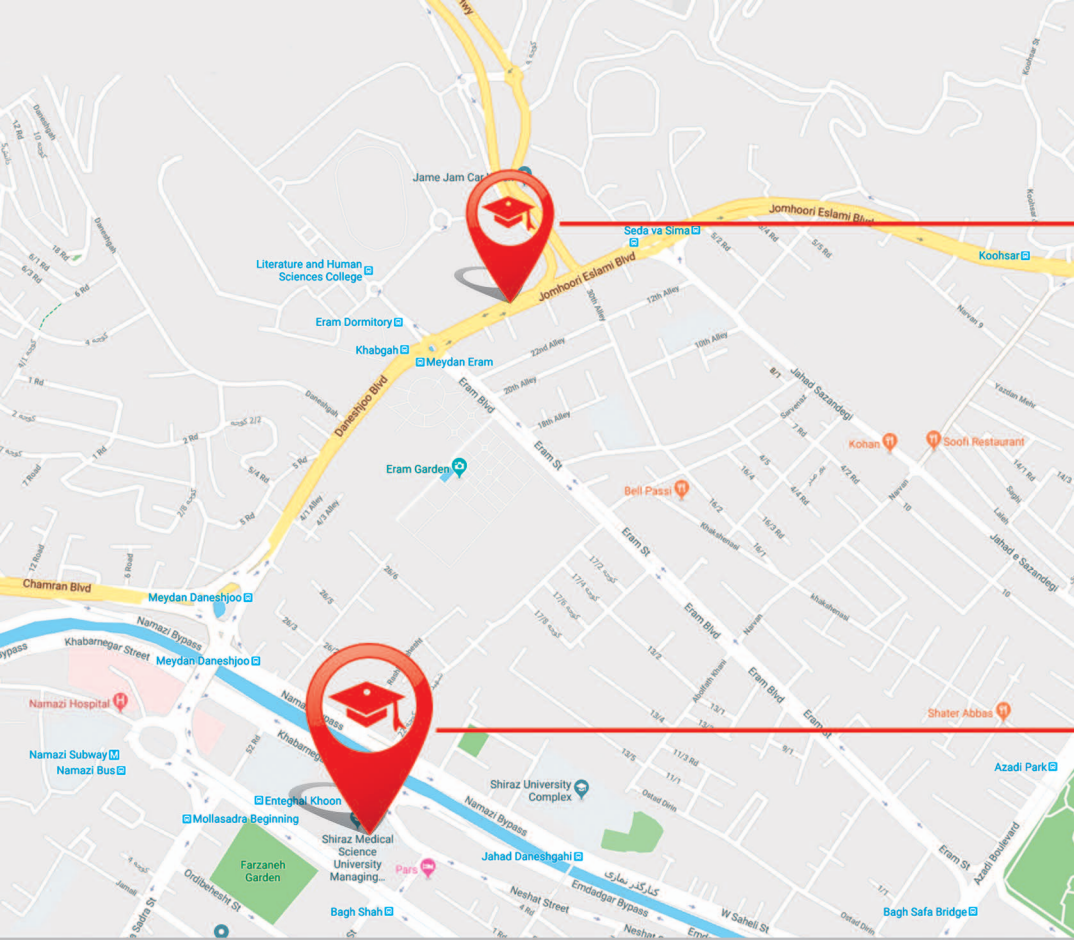
Consular Affairs Guideline		Requirement	Introduction Letter	Photo	Original Passport	Passport Copy and Visa Copy	Residence Permit Copy	Fee
Item	Registration	YES	3	YES	YES	NO	None	
	Visa Extension	YES	2	YES	YES	NO	60,000 IR*	
	Residence Permit	YES	3	YES	YES	NO	200,000 IR	
	Exit Visa	YES	2	YES	YES	YES	40,000 IR	
	Residence Permit Extension	YES	3	YES	YES	YES	200,000 IR	

*\*IR: Iranian Rial (please note that the fees for consular services may be subject to change.)*

# Important Notes for After Arrival

- Please be informed that the Office of Consular Affairs is located at Shiraz University. You can find the exact location on the illustrated map (*see the last page of the present booklet*).
- To receive the Introduction Letter, students must refer to the Office of the Vice-Chancellor for Global Strategies and International Affairs (GSIA) at Shiraz University of Medical Sciences.
- To be allowed to stay in Iran as an international student, all international students must apply for the student residence permit within 7 days of their arrival in Shiraz.
- If your visa expires before your residence permit is issued, you are required to extend your entry visa before its expiration date.

- Each time an international student intends to exit Iran for a short or long time, he/she must apply for an exit visa.
- We highly recommend that you refer to the Office of Consular Affairs at least 10 working days prior to your scheduled departure date.
- Student residence permit must be renewed on a yearly basis.
- International students are required to consult the Office of Consular Affairs 10 to 15 days before the expiration date of their residence permit.
- All payments (for visa extension, residence permit or exit visa) should be made to the Melli Bank Account No. 2171153009002 under the name of the Police Force of the Islamic Republic of Iran.
- All photographs should be 3\*4 cm or 6\*4 cm in size.







***Office of Consular Affairs at Shiraz University***

**Address:** 4<sup>th</sup> Floor, Administration Building of Shiraz University, Jomhuri Eslami Blvd., Shiraz, Iran

**Tel.:** (+98 71) 36 28 64 28

**Website:** [www.shirazu.ac.ir](http://www.shirazu.ac.ir)



***Office of the Vice-Chancellor for Global Strategies and International Affairs (GSIA) at Shiraz University of Medical Sciences***

**Address:** 6<sup>th</sup> Floor, Administration Building of Shiraz University of Medical Sciences, Zand St., Shiraz, Iran

**PO Box:** 71348-14336

**Tel.:** (+98 71) 32 12 28 84

**Website:** [www.gsia.sums.ac.ir](http://www.gsia.sums.ac.ir)  
[www.sums.ac.ir/en](http://www.sums.ac.ir/en)



IRAN-FARS





*Shiraz University  
— of —  
Medical Sciences*

**Office of the Vice-Chancellor  
for Global Strategies and International Affairs**

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**Tel.:** (+98 71) 32 12 28 84

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**Central Office:** [gsia@sums.ac.ir](mailto:gsia@sums.ac.ir)

**Office of Admissions:** [admission\\_gsia@sums.ac.ir](mailto:admission_gsia@sums.ac.ir)

**Marketing:** [marketing@sums.ac.ir](mailto:marketing@sums.ac.ir)



**Website: [www.gsia.sums.ac.ir](http://www.gsia.sums.ac.ir)  
[www.sums.ac.ir/en](http://www.sums.ac.ir/en)**

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