



**Ministry of Foreign Affairs  
Diplomatic Training Center**

**APPLICANT'S GUIDE  
to apply for a training course / program**

Please go through the end of this document and follow the instructions hereafter completely.

1. Once you decide to take part in one of our courses/programs, you should file your application.
2. You must download the following forms from our website <[www.sir.ac.ir](http://www.sir.ac.ir)>.
  - For a “**Diplomatic Training Program**” (DTP):
    - a. Application Form
    - b. Applicant Declaration
    - c. Official Endorsement
3. Once the above documents are ready, you must:
  - a. Send the filled-out digital copies directly to the Center, via email ([dtc@sir.ac.ir](mailto:dtc@sir.ac.ir));
  - b. Do not forget to attach a recent photo of yourself and a copy of your valid passport to the application form.
  - c. Submit the signed (and sealed, *if applicable*) paper-copies to the nearest Iranian diplomatic post.
4. The center may need to invite you for an interview, a written exam or to require further documents to process your application. In such a case, you will be contacted directly.
5. Once the admission is granted, *you* will need to take proper steps to apply for an Iranian visa. (The Consulate or the Embassy might not contact you, but vice versa.) The visa regulations may differ based on your nationality and country of residence. Please consult the nearest Iranian Consulate for further information.
6. There are documents which are normally needed by the Embassy or Consulate to issue your visa. Besides, you will need two passport-size photos to submit to the Diplomatic Training Center in Tehran.

7. You are strongly recommended to book a (refundable) plane ticket as you apply for the course/program. Last-minute efforts are usually more expensive and you will risk a late arrival that leads to missing some seminars or visits. Tickets should be obtained in coordination with in Iranian Embassy.
8. You will also need to get visas of any country in which you may need to change your airplane. The visa regulations vary. Please consult your travel agency for details.
9. Try to get adequate information about legal restrictions, money transfer methods, weather conditions and the Iranian social customs before your arrivals in Tehran. Some information may be available in the Embassy/Consulate leaflets. Please make sure you have proper attire to meet the dress code of the Country, as well as suitable clothes for official sessions.
10. Please note that your Iranian visa is purpose-specific. This means that you may not engage in any social or professional activities other than what is introduced within the framework of the program.

Thank You

Diplomatic Training Center