

Go to <http://selfservice.udi.no>

Click on register new user

Fill in the necessary boxes; username-password-first name-email-confirm email

In a short while an email will be sent to the address provided. Open the email,click on the site given to activate your account.

Go to migration portal, on the left hand side enter your user name and password and click on log on.

Go to application forms for nationals of all countries

You will see a green box which says application forms for visa, residence permit, and travel document citizenship. Click on that box

Choose the correct application; for Schengen visa choose visa (short visit), family immigration, study, work

Read legal Disclaimer and click in the box next to “I have read this information and agree “then click next

You will come to the page which says where to send your application, click outside Norway if it's not already marked. Then click the embassy/consulate box and choose Iran

First available appointment is shown. Click next

Fill in the application completely. Click on next to go to the next section or previous to go back to the previous page.

(Please note that all the boxes with an orange star next to them are mandatory and have to be filled out)

At the end you will get a summary of your application. Read it over and make any changes if there are any mistakes.

Click on go to payment

You will be asked; you have chosen to submit your application to Royal Norwegian Embassy, Tehran, are you sure? click on ok

Next you will be asked if you want to finalize your application, click on ok

On the page Fee and Payment details click next

You will come to the receipt and booking page which shows your reference number and informing that your application has been sent to Royal Norwegian Embassy in Tehran.

You will get the message that you have not booked an appointment, click on Book Now

A calendar opens which shows the available days, click on the day you want and then you will see the available times on the right hand side of the page. Choose the time you prefer and click on book appointment.

You will get a confirmation about your appointment, click on continue.

You will receive the receipt of your booking which there you can choose to change or delete your appointment.

Click on print cover letter. Print the document and bring it with you to the visa section along with other necessary documents.

Click on return to start page and log out.

Pls. kindly note that the reference person in Norway can apply online on behalf of the applicant.

There is no need to print or email the Embassy with the copy of your application, but you need to print and have the cover letter when you come to the embassy. The Embassy will receive the application electronically as soon as you have registered/submitted it online and will make all the necessary corrections in your application.

Please kindly make sure that you bring all the necessary supporting documents. To see the list, please refer to the Embassy webpage: www.norway-iran.org Please make sure that you have the necessary supporting documents, original passport and payment ready on the day you have your appointment to submit the application to the Embassy.

All applicants must have a separate application and appointment regardless of their age and be present at the Embassy **on the day and time** of their appointment.