

# Please note that all documents submitted must be in the <u>original version</u> and translated into French or English

## Please note that if the application is not complete upon submission, it risks being refused

	Passport valid for at least 3 months after the expiry date of the visa containing at least two blank pages
	Application form completed and signed by the applicant (if minor, signed by parent(s))
	Travel insurance with a minimum cover of 30,000 EUR
	Proof of residence in Morocco for non-Moroccan nationals: Moroccan residence card
	(or proof of renewal request)
	Civil status document:
	- if married: marriage certificate
	- to prove family ties: birth certificate
	Proof of accommodation: confirmed hotel reservation or other
	Reservation of roundtrip ticket (air, train, bus, or ferry) for all trips during the requested visa period.
	(Departure date must be at least 16 days from the date of the request).
	Trips for cultural, sports, religious, educational, research or vocational training purposes
	Letter of invitation or official document from the organiser of the cultural, sports, religious,
	educational, research or vocational training event in the Member State of destination, indicating the
	full name of the person invited, the purpose of the trip, the duration of the stay and the funding of the
	stay.
	Official letter from the relevant Moroccan cultural, sports, religious, educational, research, or
	vocational training department or organisation.
	ese two letters must certify the identity of the applicant, his/her status, the purpose of the trip, the
ien	gth of the stay, the place where the applicant will be staying and information on the funding of the stay.
	Official trip
	Official invitation (copy)
	Note verbale or mission order issued by the authority or authorities concerned in the
	sending country attesting the identity of the applicant (i.e. the person carrying out the trip), the official
	job title, the purpose of the trip, the duration of the planned stay and the place where the applicant
	will be staying.
	Trips undertaken for the purpose of medical treatment
	Certificate issued by a medical doctor or a medical institution confirming the need for specific medical
	treatment in the Member State of destination
	Official document issued by the receiving medical institution confirming that special medical
	treatment can be performed, and the patient be accepted accordingly
	Proof of pre-payment of the treatment
	Any other correspondence between the medical doctor sending the visa applicant and the medical
	institution receiving him or her.

#### Proof of professional activity and proof of funding according to the categories below:

#### **Businesspeople, traders**

- o "Bulletin No 7" (trade register) issued by the Commercial Court or the court of first instance
- The Moroccan company's articles of association
- o The Moroccan company's income tax (IGR) statement for the current year
- o The most recent statement of any other taxes paid by the Moroccan company
- The Moroccan company's bank statements for the last three months
- Personal bank statements for the last three months
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)

#### **Employees**

- o Certificate of employment
- Copy of the CNSS card
- CNSS slips for the last three months and summary salary certificate
- Payslips for the last three months
- o Bank statements for the last three months
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)
- For foreign employees, an employment contract stamped by the Ministry of Employment (not applicable to nationals of Tunisia, Algeria or Senegal)

#### **Retired people**

- o Proof of pension entitlement
- Bank statements for the last three months; and/or
- Other proof of assets or other means of subsistence, as applicable (e.g., ownership of a business, property, a farm, or land)

#### **Civil servants**

- Certificate of appointment
- o Double-sided copy of the CNOPS4 card
- Payslips for the last three months
- Bank statements for the last three months
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)

#### **Farmers**

- o Proof of farmer's status (for example, certificate issued by the Chamber of Agriculture)
- o Certificate showing ownership of agricultural property and/or
- Bank statements relating to the applicant's personal account for the last three months
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)

#### **Unemployed persons**

 Document covering the expenses, signed and certified, accompanied by documents establishing the socio-professional situation of the person covering the costs, based on the

- categories above, his/her bank statements for the last three months and proof of the relationship with the guarantor; and/or
- o Bank statements relating to the applicant's personal account for the last three months and/or
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)

#### Minors

- If the minor travels with only one parent, the written certified consent of the other parent or legal guardian, except when a single parent holds sole parental authority with respect to the minor (which must be proven)
- If the minor travels alone (without his or her parents or legal guardians with parental authority), the written certified consent of the two parents or legal guardians with parental authority to leave the territory.
- o Certified true copies of the minor's birth certificate and the parents' family record book
- Copy of the passport or identity card of each parent
- An undertaking to cover costs, signed and certified, with evidence of the socio-professional status of the parent(s) or legal representative(s) based to the categories above.
- Proof of family means of subsistence (If care is provided by someone other than the parents: the legal representative)

### **Students/pupils**

- School attendance certificate / copy of student card for the current year
- o Certified true copies of the birth certificate and the parents' family record book
- An undertaking to cover costs, signed and certified, with evidence of the socio-professional status of the parent(s) or legal representative(s) based to the categories above.
- Proof of family means of subsistence (If care is provided by someone other than the parents: the legal representative)
- If the visa applicant is a minor, the supporting documents referred to under the heading Minors are also required in addition to the documents mentioned above.

#### <u>N.B:</u>

- The presentation of any false or falsified document may lead to prosecution by legal authorities
- Additional documents may be requested by the Embassy

The above list is based on the decision of the Implementation Committee of 25/7/2019