



Checklist for visa application | Business/professional trip

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

2. Travel Documents

2.1 A passport or other travel document.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.2 A copy of all pages of the passport.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

3. Evidence of legal residence

3.1 Additional supporting documents for non-Moroccan nationals:

- Moroccan residence card (or proof of application for the card);
- documents proving civil status (marriage certificate, birth certificate and/or family record book or other) (to be presented as applicable).

- ☐ Yes
- ☐ No
- ☐ Remarks



4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

- 5.1 Proof of means of transport: reservation of a return ticket (air, bus or ferry), as applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.2 Proof of accommodation:

- hotel reservation(s), or
- proof that the visa applicant rents or owns real estate in the Member State of destination, or
- confirmation of private accommodation, mentioning that the host will be covering the visa applicant's costs, see <https://ind.nl/en/Forms/1310.pdf>, or
- confirmation of accommodation by the company inviting the visa applicant, or
- proof of sufficient financial means to cover accommodation costs.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.3 Evidence of means of subsistence while the applicant is staying in the territory of the Member States:

- coverage of costs by the organisation or body inviting or sending the visa applicant (certain Member States require use of a specific national form), or
- coverage of costs by a private individual (and proof of means from the host or guarantor), see <https://ind.nl/en/Forms/1310.pdf>, or
- account statement from a bank in Morocco for the last three months, or
- other proof of financial means available during the stay (international credit card accompanied by a bank statement, currency exchange slip).

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.4 Evidence of socioeconomic stability:

Business people, traders:

- '*bulletin No 7*' ('trade register') issued by the Commercial Court or the court of first instance;
- the Moroccan company's articles of association (must be an original document);
- the Moroccan company's income tax '*Impôt Général sur le Revenu*' (IGR) statement for the current year (original);



- the most recent statement of any other taxes paid by the Moroccan company (original);
- the Moroccan company's bank statements for the last three months (originals);
- bank statements relating to the applicant's personal account for the last three months (originals);
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land).

- ☐ Yes
- ☐ No
- ☐ Remarks

Employees:

- certificate of employment;
- certificate of declaration of wages to the CNSS (*Caisse Nationale de Sécurité Sociale*: National Social Security Fund);
- last three payslips (originals);
- bank statements (originals) for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land);
- for foreign employees (not applicable to nationals of Tunisia, Algeria or Senegal), an employment contract stamped by the Ministry of Employment.

- ☐ Yes
- ☐ No
- ☐ Remarks

Retired people:

- proof of pensionable status;
- bank statements (originals) for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks

Civil servants:

- certificate of appointment;
- double-sided copy of the CNOPS card (*Caisse Nationale des Organismes de Prévoyance Sociale*: National Fund of Social Welfare Organisations);
- the last three salary slips (originals);
- bank statements (originals) for the last three months; and/or
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land).

- ☐ Yes
- ☐ No
- ☐ Remarks

Farmers:

- proof of farmer status (e.g. certificate issued by the Chamber of Agriculture);
- certificate showing ownership of agricultural property; and/or
- bank statements (originals) 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 company, property, a farm or land).



- ☐ Yes
- ☐ No
- ☐ Remarks

Professions governed by a professional order (doctors, surgeons, dentists, pharmacists, lawyers, architects):

- the applicant's professional identity card or certificate from a professional order, as applicable; and/or
- certificate of registration for the professional tax;
- bank statements (originals) 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 company, property, a farm or land).

- ☐ Yes
- ☐ No
- ☐ Remarks

Persons practising a specific profession or occupation:

- member of the Royal Court, Government, Parliament, Superior Council of the Judiciary, Constitutional Court, Court of Accounts, Economic, Social and Environmental Council, National Council of Human Rights: note verbale, certificate of tenure or other official document;
- senior officials of the Moroccan state: certificate of tenure issued by the relevant body;
- university rector or dean: certificate of tenure issued by the university concerned;
- staff of a European Union delegation, embassy, consulate or official body of a Member State: certificate of tenure issued by the employer;
- spouse and minor or dependent child of the aforementioned persons: proof of family tie;
- recipient of a scholarship under the European Erasmus+ programme or other EU mobility programmes (Horizon 2020, etc.): letter of acceptance from the host institution in the Member State of destination.

- ☐ Yes
- ☐ No
- ☐ Remarks

Unemployed persons:

- undertaking to cover costs, signed and certified, with evidence of the socio-professional status of the person covering the costs, based on the categories above, and bank statements for the last three months, as applicable; and/or
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land).

- ☐ Yes
- ☐ No
- ☐ Remarks

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;
- a copy of the passport or identity card of each parent;
- certified true copies of the minor's 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 on the categories above; and/or
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land).

- ☐ Yes
- ☐ No
- ☐ Remarks

Students:

- school attendance certificate/student card for the current year;
- certified true copies of birth certificate and parents' family record book;
- undertaking to cover costs, signed and certified, with evidence of the socio-professional status of the parent(s) or legal representative(s), based on the categories above; and/or
- other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, a farm or land);
- if the visa applicant is a minor: the supporting documents referred to under the point minors are also required in addition to the documents mentioned above.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.5 Invitation from the company or organisation in the Member State concerned that has invited the visa applicant and a mission order issued by the applicant's employer. The two documents must certify at least:

- the identity of the applicant(s);
- his, her or their status;
- the purpose of the trip;
- the length of the stay and the place where the applicant(s) will be staying;
- information on the funding of the stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.6 Proof of business relations with the receiving company, if applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks

- 5.7 Entry tickets to fairs and congresses, if applicable.

- ☐ Yes
- ☐ No
- ☐ Remarks



6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- ☐ Yes
- ☐ No
- ☐ Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks

8. Payment

8.1 Payment of the visa fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Morocco according to the Commission Implementing Decision of 25-7-2019 by the European Commission, in conformity with the list of supporting documents.