

Iceland visa checklist – professional trip



AMBASSADE DE SUEDE

**Please note that all documents submitted
must be in the original version 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
- 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)
- If the visa applicant is supported by a company/organisation in Iceland, the latter, together with a representative of the company/organisation, must complete and sign the form “Ábyrgðaryfirlýsing vegna heimsóknar - Guarantee form for visits”, and the company/organisation in Iceland must provide a document as proof of financial means.
- Marriage certificate if married (civil status documents)
- 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.

Purpose of the trip

- Invitation from the company or organisation in the Member state concerned that has invited the visa applicant
- Mission order issued by the applicant’s employer, justifying the stay for professional reasons

These two documents must certify the identity of the applicant, his/her status, the purpose of the trip, the duration of the stay, the place where the applicant will be staying and the funding of the stay.

- Proof of business relations with the receiving company, if applicable
- Entry tickets to fairs and congresses, if applicable

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

Businesspeople, traders

- “Bulletin No 7” (trade register) issued by the Commercial Court or the court of first instance
- The Moroccan company’s articles of association
- The Moroccan company’s income tax (IGR) statement for the current year
- 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

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- 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
- 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)

Civil servants

- Certificate of appointment
- 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)

N.B:

- **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