



3 / VISA FOR BUSINESS

These guidelines apply to Moroccan nationals and to citizens of other countries requiring a visa and residing in Morocco.

All documents must be submitted in French, German, Italian or English. Documents in Arabic must be translated by a sworn translator.

All documents must be presented in original form, accompanied by a photocopy if you wish to get back the original.

REQUIRED DOCUMENTS

- 1 completed and signed Schengen [Visa application form](#)
- 1 passport photo, not older than 6 months
- The submitted passport must be valid for more than 3 months after the date of exit from the Schengen area, with at least 2 pages completely free for visa purposes.
- Photocopy of passport: page with personal data
- Previous passport
- Photocopies of previous Swiss and Schengen visas
- Photocopy of Moroccan national identity card
For foreign nationals residing in Morocco: photocopy of Moroccan residency card + document proving civil status (marriage certificate and/or family record book)
- Invitation from the Swiss company or institution on official paper. It must contain the following information: identity of the person invited, dates of travel, purpose of the stay, information on accommodation and how expenses will be covered during the stay.

The Swiss partner is required to send a copy of this invitation directly to the visa department of the Swiss Embassy rabat.visa@eda.admin.ch
- Exhibition/convention pass, if applicable
- Insurance policy: valid throughout the Schengen area and for the duration of your stay. At least 30.000 euros of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

Proof of professional activity and income

Employees

- Certificate of employment specifying position held, date of hire and monthly salary
- Certificate of declaration of wages to the CNSS (Caisse Nationale de Sécurité Sociale)
- Last three pay slips
- 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 company, property, ...)
- For foreign employees (not applicable to nationals of Tunisia, Algeria and Senegal): an employment contract stamped by the Ministry of Employment

Business people, traders

- *Bulletin n° 7* (Trade Register) issued by the Commercial Court or Court of First Instance
- The Moroccan company's articles of association
- The Moroccan company's income tax «*Impôt Général sur le Revenu*» (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
- Bank statements relating to the applicant's personal account for the last three months
- Other proof of assets or other means subsistence, as applicable (e.g. ownership of a company, property, farm, or land)

Liberal professions (doctors, lawyers, architects, etc.)

- Professional identity card or certificate issued by professional order
- Certificate of registration for the professional tax
- Bank statements for the last 3 months (personal account + business account)
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, farm, land, ...)

Farmers

- Proof of farmer status (e.g. certificate issued by the Chamber of Agriculture)
- Certificate of ownership of agricultural property; and/or
- Bank statements for the last 3 months (personal account)
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a company, property, farm, land, ...)

Important information

- ❖ **A visa applicant may apply no earlier than 6 months before the planned date of travel and no later than 15 calendar days before the start of travel.**
- ❖ **Reservation of a return ticket may be requested (please do not purchase the ticket until the visa is issued).**
- ❖ **This Embassy reserves the right to request additional documents.**
- ❖ **The submission of all the above-mentioned documents does not guarantee that the visa will be issued.**
- ❖ **Biometric data is generally entered every 59 months from the age of 12 and from the 1st entry. Applications are not accepted by post, but can be submitted by a third party by prior appointment.**
- ❖ **Do not staple the various pages of the application form or its appendices.**
- ❖ **Do not staple or bind the file.**
- ❖ **All copies must be made on A4 paper, including the identity card.**

Thank you for following the above instructions.

Contact details of the Swiss Embassy in Morocco

Website : www.eda.admin.ch/rabat ([Visa & Entrée en Suisse](#))

E-mail : rabat.visa@eda.admin.ch

Phone : +212 537 26 80 41