



4 / VISA FOR OFFICIAL MISSION

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)
- Original of signed official mission order or note verbale from the Ministry (specifying the reason for and duration of the stay, as well as information on the reimbursement of travel and accommodation expenses)
- Attestation of employment
- Invitation from the organization in Switzerland on official paper. The invitation must contain the following information: identity of the person invited, dates of travel and purpose of stay.
- 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).

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

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