

## **List of supporting documents to be submitted by applicants for short stay visas in Denmark and Norway**

### **I. Documents to be presented by all visa applicants**

#### **1. Proof of means of transport**

- reservation of a return ticket (air, bus or ferry), as applicable.

#### **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 (Ex. VU2 form), or
- confirmation of accommodation by the company inviting the visa applicant, or
- proof of sufficient financial means to cover accommodation costs.

#### **3. Evidence of means of subsistence while the visa applicant is staying in the territory of the Member States**

- coverage of costs by the organisation or body inviting or sending the visa applicant (Ex. VU1 or VU3 form), or
- coverage of costs by a private individual (and proof of means from the host or guarantor) (Ex. VU2 form), 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).

#### **4. Evidence of socioeconomic stability**

##### **a. 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 (IGR)<sup>1</sup> 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);

---

<sup>1</sup>*Impôt Général sur le Revenu*'.

- 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).
- b. Employees:
- certificate of employment;
  - certificate of declaration of wages to the CNSS<sup>2</sup>;
  - 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<sup>3</sup>, an employment contract stamped by the Ministry of Employment.
- c. 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.
- d. Civil servants:
- certificate of appointment;
  - double-sided copy of the CNOPS<sup>4</sup> card;
  - 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).
- e. 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).
- f. Professions governed by a professional order (doctors, surgeons, dentists, pharmacists, lawyers, architects):

---

<sup>2</sup>*Caisse Nationale de Sécurité Sociale*: National Social Security Fund.

<sup>3</sup>Not applicable to nationals of Tunisia, Algeria or Senegal.

<sup>4</sup>*Caisse Nationale des Organismes de Prévoyance Sociale* (National Fund of Social Welfare Organisations).

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).

h. 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.

i. Unemployed persons:

- undertaking to cover costs, signed and certified, with evidence of the socioprofessional 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).

j. 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 socioprofessional 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).

k. 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 socioprofessional 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 point 4.j are also required in addition to the documents mentioned above.

**5. Proof of residence (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).

**II. Documents to be presented depending on the purpose of travel 1. Tourism**

- proof of an organised trip; or
- confirmation of the hotel reservation; or
- property title relating to property situated in the territory of the Member State of destination.

**2. Business or professional trip**

- invitation from the company or organisation in the Member State concerned that has invited the visa applicant; (Ex. VU1 form)
- 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.

- proof of business relations with the receiving company, if applicable;
- entry tickets to fairs and congresses, if applicable.

**3. Family or private trip**

- invitation from the host (family or individual), where applicable (Ex. VU2 form).

#### **4. Trip 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 first name(s) and last name(s) of the person(s) invited, the purpose of the trip, the length of the stay and information on the funding of the stay. (Ex. VU3 form)
- official letter from the relevant Moroccan cultural, sports, religious, educational, research or vocational training department or organisation;

The two letters must at least certify: 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 will be staying; information on the funding of the stay.

#### **5. Official trips**

- the 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 official trip), the official job title, the purpose of the trip; the length of the envisaged stay; the place where the applicant will be staying.

#### **6. 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 the specific 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.

#### **7. Seafarer intending to embark on a vessel in a Member State**

- seaman's book, if relevant;
- employment contract / letter of appointment (mentioning the duration of employment) enabling him to board the ship;
- invitation from by shipowner / maritime agency of the Member State where the seafarer will embark.

The invitation must be signed, bear the stamp of the shipowner / maritime agency and mention the following data: seafarer's name and surname; place and date of birth, passport number, seafarer's book number; date of issue, period of validity of passport and the seafarer's book; the seafarer's position on the vessel; name and flag of the vessel; port and date of boarding and disembarking; itinerary that the seafarer will

follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area).

The shipowner / maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his arrival in the Member State (including in the event of repatriation) and ensure that he boards the ship.

**8. Airport transit**

- visa or other entry permit for the third country of destination;
- ticket for onward journey to the final destination after the intended airport transit.