

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 for the period of travel with a minimum cover of 30,000 EUR indicating the dates for which the insurance applies (automatic renewals are not accepted)
- Proof of residence in Morocco for non-Moroccan nationals:
 - Moroccan residence card (or proof of renewal request)
- Marriage certificate if married (civil status document)
- 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.
- Proof of accommodation: confirmed hotel reservation or confirmation of accommodation by the inviting company
- 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
- 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 length 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

Submit also 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
- Bank statements 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 business, property, a farm or land)

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Employees

- Certificate of employment
- Certificate of declaration of wages to the CNSS
- The 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 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 employment / appointment
- Double-sided copy of the CNOPS card
- The 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 business, property, a farm or land)

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 relating to the applicant's personal account for the last three months, and/or
- Other proof of assets or other means of subsistence, as applicable (e.g. ownership of a business, property, a farm or land)

Persons practicing 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

N.B:

- **The presentation of any false or falsified document may lead to prosecution by legal authorities**
- **Additional documents may be requested by the Swedish Embassy**

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The above list is based on the decision of the Implementation Committee of 04/07/2025