



EUROPEAN
COMMISSION

Brussels, 4.7.2025
C(2025) 4379 final

ANNEXES 1 to 2

ANNEXES

to the

Commission Implementing Decision

amending Implementing Decision C(2015) 6940 as regards the list of supporting documents to be submitted by applicants in India and Morocco for short-stay visas

ANNEX I

‘Annex II

List of supporting documents to be submitted by visa applicants in India

I. Documents to be submitted by all applicants:

1. Proof of intended means of transport and itinerary.
2. Cover letter from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.
3. Proof of accommodation:
 - Hotel reservations, rental of holiday home or campus residence reservation.
 - If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host
 - If the applicant is travelling to several Member States, proof of accommodation in each of them.
4. Proof of financial means
 - Original private bank statement showing movements in the last three months, duly stamped and signed by the bank;
 - Indian income tax return acknowledgment for the last two assessment years;

In addition

a) If the applicant is employed:

- Pay slips for the last three months;
- employment contract;
- employers’ statement on approval for holidays.

b) If the applicant is a company owner or self-employed:

- certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.
- Business bank account statement and proof of income tax return (barcode verifiable).

c) If the applicant is sponsored:

- proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned , if applicable (cf. the website of the Member State of destination)

d) If the applicant is retired:

- pension statements for the last three months and/or
- proof of regular income generated by ownership of property or business.

5. Copies of:
 - the current passport's biobdata page;
 - the last page of the passport (for Indian passports);
 - entry/exit stamps of the Schengen area from previous passports (if available).
6. Minors:
 - If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided;
 - If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor;
 - copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.
7. Students
 - certificates of the establishment at which the applicant is enrolled.

II. Documents to be submitted depending on the travel purpose

1. Business trip:
 - invitation from the inviting company or organisation;
 - cover letter from the applicant's employer.Both letters must confirm, as a minimum:
 - a) the applicant's identity;
 - b) the purpose of the journey (meetings, conferences, training or business related events);
 - c) the period and place of intended stay.
2. Journeys undertaken for the purpose of study, research, or other types of internship:
 - certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.
3. Journeys undertaken for the purpose of tourism:
 - certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans.
4. Journeys undertaken for the purpose of visiting family/friends:
 - Invitation from the family member/friend, including their address and contact details, and intended period of stay.
 - Evidence of legal residence of family/friends visited: copy of

passport/national ID card, or residence permit as applicable.

5. Journeys undertaken to attend cultural, sports or religious events and for film crews:
 - Invitation, entry tickets, enrolments or programs.
 - For film crews:
 - a) letter from the film company specifying title, synopsis and shooting locations of film;
 - b) complete list of names of travelling crew members along with their roles;
 - c) letter from the agency in the Schengen State confirming arrangements for film permits;
 - d) certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.
6. Journeys of members of official delegations:
 - copy of the official invitation:
 - *Note verbale* issued by the sending authority(ies) concerned confirming:
 - a) the identity of the applicant;
 - b) the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations);
 - c) the period and place(s) of intended stay.
7. Journeys undertaken for the purpose of medical treatment
 - certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination;
 - official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly;
 - proof of pre-payment of the treatment.
8. Seafarers:
 - a) Employment contract/appointment letter (showing duration of employment)
 - b) Seaman's book
 - c) Invitation from the shipping company/ maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:
 - name and family name of the seafarer;
 - 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 (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter);
 - name and flag of the boat;
 - 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);

- name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.
- The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship.
- Flight reservation (if applicable)

9. Airport transit

- Visa or other entry permit for the third country of destination.
- Documents in relation to the onward journey to the final destination after the intended airport transit.’

ANNEX II

‘Annex III

List of supporting documents to be submitted by applicants for short stay visas in Morocco

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 (some Member States require use of a specific national 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 (certain Member States require use of a specific national form), or
- coverage of costs by a private individual (and proof of means from the host or guarantor) (certain Member States require use of a specific national 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)¹ 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);
 - 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 CNSS²;
 - 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 employees³, 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 CNOPS⁴ 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

¹ *'Impôt Général sur le Revenu'*.

² *'Caisse Nationale de Sécurité Sociale'*: National Social Security Fund.

³ Not applicable to nationals of Tunisia, Algeria or Senegal.

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

- 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):
 - 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 socio-professional 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 socio-professional 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 socio-professional 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;
- mission order issued by the applicant's employer;

The two letters 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 and status (copy of: passport bio data page, national ID card, residence permit or proof of residence) from the host (family or individual), where applicable (some Member States may require a specific form to be used for the letter of sponsorship).
- documents proving the existence of family relationship, if applicant is visiting relatives:
 - Marriage certificate: in order to establish relationship between spouses, or
 - Moroccan ID card (including that of the host): in order to establish relationship between brothers / sisters / parents, or
 - Birth certificate (‘Extrait d’acte de naissance’): in order to establish relationship between siblings, parents, cousins etc. The birth certificates of the respective parents of cousins must be provided;
or
 - Family book;
 - Other relevant documents as applicable.

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.
- 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.'