

Embassy  
of the Federal Republic of Germany

**SCHENGEN**

**Information leaflet for short term visa**

(tourist or commercial purposes)

for Austria - Belgium – Denmark - Finland - France - Germany - Greece – Iceland - Italy  
-Luxembourg - Netherlands – Norway - Portugal – Spain -Sweden

1) Nigerian nationals who are travelling to Europe for commercial or tourist purposes can obtain a visa for a maximum stay of 90 days within a period of six months (single entry or multiple entries), valid for all above mentioned countries.

In cases of multiple entries the days of every stay will be added up. In these cases the maximum stay of 90 days within a period of six months may not be exceeded.

2) A visa application does not give the right to actually obtain a visa.

3)In principle, changing of travel destination after obtaining the visa is not allowed. At the moment of issuance of the visa, information about possible extension can be provided.

4) In Nigeria, travellers can obtain a common visa at the diplomatic missions listed below.

If the **main destination** (according to travel purposes and duration of stay) **is situated in one of the above mentioned countries please apply at the Embassy of that country.**

If it is not possible to determine in which country the main destination is situated, the Schengen Member State of first entry into the Schengen territory is competent for issuance of the visa.

5) **Nigerian visa applicants have to present the following documents:**

- One (1) application form (**fill out all headings, front and back, using capital letters.** Your application shall not be processed in case of error or omission. You have to **date and sign** the application)
- 2 recent colour photographs (full face, no dark glasses, no head covering, plain white background only)
- Valid passport (the validity of the passport has to exceed the end of the proposed trip by at least three months)

- Clear photocopy of your passport
- Old style booklet: pages 1,2,3,4 and 5
- New style booklet: page 33 (identification page)
- Travel Health Insurance (to cover medical expenses at minimum of 30.000,--Euro)

All documents listed below have to be presented in the original and as a photocopy

### **For business visa:**

- Original invitation letter from a company in Germany in German language
- Proof of sufficient foreign funds (i.e. traveller's cheques to be signed at the counter and entered in the passport, credit card of one of the major credit card companies - bank transfer, bank statements for the past three months)
- Certificate of Incorporation of the company in Nigeria and/or Memorandum and Articles of Association (if applicable)
- Evidence of former and current transactions in Nigeria and/or abroad (e.g. bills of lading, receipts, contracts)
- Proof of personal living conditions marriage certificate, birth certificate of children (if applicable)
- covering letter/introduction letter from the company or organization in Nigeria explaining necessity to travel even if the applicant is the owner of the company

### **For tourist visa:**

- Guarantor's form/Formal Obligation signed by the host(ess) and duly legalised by the aliens authority in Germany or proof of sufficient foreign funds (i.e. traveller's cheques to be signed at the counter and entered in the passport)
- Proof of personal living conditions: marriage certificate, birth certificate of children (if applicable)
- Hotel booking (if applicable)

#### **Additional, if employed by a company here in Nigeria:**

- Leave letter of employer (with physical address and telephone number) stating the duration of leave and the function/profession of the applicant in the company
- Pay slips of the last three months
- Statement of private bank account of the last three months

### **For transit visa:**

- Valid visas for all other countries of destination after leaving the Schengen territory.
- Confirmed reservation of flight
- For first time travellers: Complete business papers (see above)

### **For medical treatment:**

Visa **applicants** who wish to go to Europe for **medical treatment** have to present

- a medical certificate issued by treating medical doctor in Nigeria
- written confirmation of appointment with a hospital or medical doctor in Germany and information regarding the estimated duration of the treatment.
- proof of sufficient financial means for payment of medical expenses (i.e.

travellers' cheques to be signed at the counter, proof of advance payment)

### **Minors:**

- Minors have to present a written authorization of their parents or the guardian under whose custody they are.
- If parents or guardian are not present at the embassy copies of their passports have to be submitted. If passports are not available a sworn affidavit has to be presented.

### **Non-Nigerian nationals:**

Visa applicants who are not Nigerian nationals have to present the same documents as listed under 5), and **additionally**

- Nigerian residence permit **and** re-entry visa into Nigeria valid for at least 3 months after the expiry date of the Schengen visa.

Supplementary information or evidence may be requested in each individual case.

For **other types of visas**, such as long term visas (more than 3 months) or visas in view of employment, studies or family reunion, the national law of the country of destination remains applicable. These visas can be applied for at the diplomatic and consular missions of the country of destination (see point 1). Visas for the French Overseas Departments and territories can be applied for at the Consulate-General of France.

**Any additional information can be obtained at the visa sections of the diplomatic missions mentioned under point 4.**

## **Important notes**

- At the **date of appointment** applicants can **submit** their application forms between **07.00 and 09.00 a.m.** After this period of time **the Embassy is closed for presentation of the visa applications.**
- The German Embassy **usually needs 2 working days to process a visa** application. In case documents presented by the applicant need to be verified (in selected cases) the processing time rises to approximately 4 weeks.
- During collection of your passport you are kindly requested to check that the visa you applied for was duly issued and that your passport photo was attached to the reverse side of the passport page to which the visa label was fixed. If you have any complaints please contact the personnel at the visa counters immediately.
- If applicants submit **fake/forged passports** they will be seized and sent to the Ministry of Foreign Affairs in Abuja.
- **Evidence of sufficient financial means** has to be presented not only in the process of applying for a visa, but also when entering the Schengen territory. A visa does not necessarily guarantee entry.

- The **Travel Healths Insurance** has to cover medical expenses at **minimum of 30.000,--Euro** and **must be valid in all Schengen countries**.  
**Travel Health Insurances will only be accepted if issued by Insurance Companies which are either, resident in member countries of the European Union, in Switzerland or in Liechtenstein or which cooperate with an Insurance Company resident in the above mentioned countries.**
- Please be informed that **only complete applications will be considered** by this office.
- The applicant is obliged to provide all information to the best of his/her knowledge and belief. Knowingly providing false information may result in the applicant being **denied** a visa or being **deported** from Germany, should a visa already have been issued.