Österreichische
Botschaft
Abuja

APPLICATIONS FOR AN AUSTRIAN SHORT-TERM VISA

PLACES TO SUBMIT VISA APPLICATIONS

In Nigeria, Schengen (short-term) visa applications are mostly operated by the VFS Application Centres in Abuja and Lagos (see https://visa.vfsglobal.com/nga/en/aut).

Beside Nigeria, the Austrian Embassy in Abuja is in charge of relations with nine further countries, where you can file your Schengen visa application with the following embassies:

- Equatorial Guinea (Spain),
- Benin (France),
- Gabon (France),
- Ghana (Netherlands),
- Cameroon (Belgium),
- São Tomé and Príncipe (Portugal).
- Togo (France),
- Chad (France),
- Central African Republic (France).

GENERAL INFORMATION

- Please be aware that Schengen visas can only be issued for a maximum of 90 days per 6 - month period.
- Applications must be submitted in person and at least 15 days (!) before the departure date. Application forms are free of charge. Only complete applications will be processed.
- All requested documents need to be presented in original and a set of copies has to be submitted with the application.
- The visa fee (90 Euros for adults, 45 Euros for children aged 6 to 12) has to be paid in Naira upon submission of the application and is not refundable.

DOCUMENTS REQUIRED

All applicants:

- A travel document valid for Austria (validity period at least three months and at least 2 blank pages),
- Copies of previous Schengen visas,
- Passport picture according to ICAO guidelines (not older than 6 months),
- Proof of transportation (reservation; presentation of a paid ticket is not required),
- Hotel reservation OR proof of accommodation,
- Presentation of a travel health insurance policy covering all risks for the planned duration of stay (coverage € 30,000, including repatriation for health reasons, valid for the entire Schengen area),
- Verifiable evidence of sufficient means of subsistence during intended stay such as:
  - recent personal bank statement of the last three months;
  - payslips of the last 3 months;
  - regular incomes generated by the property.
- Copies of previous Schengen visas,
- Additionally, for non-Nigerian nationals living in Nigeria: copy of residence permit.

Tourists:

- Proof of accommodation for the whole duration of the intended stay, e.g. hotel reservations, rental of holiday home, campus residence reservation.

- Proof of employment:
  - Tax Clearance Certificate (TCC) and Certificate of Business Incorporation paper for businessmen (this requirement assures that the applicant has a business to return to);
  - Employment letter stating the days of leave for employees;
- For scholars (professors, scholarship holders, lecturers, instructors, etc.) and students: letter from school or university;
- Proof of commercial activities in Nigeria and overseas for businessmen e.g. bills of lading, receipt book.
- Proof of ties to the home country (for example marriage certificate).

Family visits:

- Proof of relationship between visa applicant and person to be visited (e.g. birth certificate, marriage certificate, correspondence, photos);
- Austria requires a sponsorship document ("Elektronische Verpflichtungserklärung") from the host which can be obtained from the Austrian authorities.
  - If the applicant cannot provide proof of sufficient own funds: eight-digit ID number of the Electronic Declaration of Commitment (EVE) (the inviting person can submit an electronic declaration of commitment to the provincial police department locally responsible for his/her place of residence).
  - The electronic invitation to the police station in Austria must be addressed to the Austrian Embassy ABUJA and begin with the letters LOS.
  - If a declaration of commitment is submitted, it must be viable, i.e. the income of the income of the inviting party is included in the assessment, as are, for example any rental or credit costs or care obligations. It should also be noted that the inviting party is not responsible for whether or not a visa is granted, but that it depends on the applicant and the relevant circumstances. The inviting party cannot guarantee a safe re-entry or undertake to do so; the purpose of the declaration of commitment is to ensure that foreigner requiring a visa who does not have sufficient/verifiable own funds to cover the costs of the planned stay in Austria, can nevertheless be granted a visa. However, the declaration of commitment is not a "declaration of guarantee" for the applicant's intention to return.

Business travel:

- Invitation letter from the company based in Austria. The letter should contain relevant personal data of the invited person, purpose of the visit and duration of stay as well as a declaration of liability ("Elektronische Verpflichtungserklärung") which has to be obtained from the Austrian authorities.
- TCC (Tax Clearance Certificate) + Certificate of Business Incorporation (certificate of registration of a company or business).
- Proof of commercial activities in Nigeria and recent business contacts, continuation of the commercial relationship with the inviting company (e.g. contracts, bills, commercial correspondence).
- In the case of participation e.g. in conferences, fairs, seminars and congresses:
  - An invitation from a company or an authorized body to attend events connected with trade, industry or work;
  - Entry tickets for events, if applicable.
  - other documents which show the existence of trade or work relations.

Medical treatment:

- Certificate from the applicant's physician or the hospital in Nigeria, verified by the doctor or clinic appointed by the visa office, confirming the need of specific medical treatment to be provided in the destination country.
- An official document of the receiving medical institution in the Schengen country confirming that it can perform the specific medical treatment and the patient will be accepted accordingly.
- Proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.
- Any other correspondence between the sending and the receiving side, if available.

Studies or training:

- Certificate of enrolment at an educational establishment for the purpose of studying, scientific or practical trainings (including vocational training) or other events enhancing professional and intellectual skills;
- Student cards or certificates of the courses to be attended;
- Proof of pre-payment of courses or trainings, if applicable.

Official purposes, political, cultural, scientific, sports, religious events or other reasons:

- Copy of the official invitation;
- Verbal note issued by the authority concerned confirming that the applicant is a member of an official delegation to a Schengen country, forwarded via the Austrian Foreign Ministry;
- Invitation, entry tickets, enrolments or programs stating (wherever possible) the name of the host organization, the length of stay or any other appropriate document indicating the purpose of journey;
- Sponsor letter as well as introductory letter;
- only for official trips: verbal note from the Nigerian Ministry of Foreign Affairs.

OTHER QUESTIONS RELATED TO THE VISA PROCEDURE

Minors travelling alone or with one parent must present:

- letter of consent from one or both parents/legal guardian(s);
- copy of the birth certificate of the minor;
- ID card/passport of both parents/legal guardian(s).

Exemptions from visa fee:

- children under 6;
- diplomatic/official passports;
- family of an EU citizen;
- researchers officially invited by a university/institute for a professional visit;

ADDITIONAL INFORMATION

- Submission of false or fraudulent documents as well as wrong or non-complete information on the application form will ultimately lead to a refusal of the visa.
- The Embassy reserves the right to request additional documents to those mentioned above.
- Evidence of sufficient financial means and travel insurance 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.