



SCHENGEN C VISA - BUSINESS / CONFERENCES / SEMINAR

Processing your visa application

- Book an appointment online by visiting the following website <https://visa.vfsglobal.com/nga/en/che>
- Processing a Schengen visa application takes at least 15 days once the application reaches the Embassy (no fast tracking available).
- Applicants must appear in person at the VFS Switzerland Visa Application on the appointment date and 15 minutes before their appointment time.
- All documents need to be submitted on paper A4.
- Application form needs to be signed by parents or legal guardian (if parents not available) for minors.

Fees

Payment can be made by POS or Bank transfer or QR Code payment (NGN) during the appointment. Please check the exact visa fee on VFS website <https://visa.vfsglobal.com/nga/en/che> before the appointment.

In case of a refusal or a withdrawal of the application, the Visa Fee, VFS Service Fee and any VAS fees (if any) will not be refunded.

Documents to submit (additional documents might be requested)

<input type="checkbox"/>	One Schengen application form	duly filled-in (application forms are free of charge).
<input type="checkbox"/>	Passport	valid at least three months after leaving the Schengen area and with at least two blank visa pages; please additionally submit all previous passports, either valid or cancelled.
<input type="checkbox"/>	One photocopy of identification page of passport	
<input type="checkbox"/>	Copy of all Schengen, UK, US and Canadian visas	if applicable
<input type="checkbox"/>	Copy of the Nigerian residence permit	For non-Nigerian nationals residing in Nigeria only
<input type="checkbox"/>	Two passport photographs	in color, 35x45 mm, white background, not older than 3 months, good quality. Head coverings are not permitted except for religious reasons.
<input type="checkbox"/>	Letter of invitation from the host in Switzerland	must contain: name, first name, date of birth of every invited person, purpose and exact duration of visit with clear indication of who will cover the cost for the entire trip. The host in Switzerland must additionally send the invitation letter by email to: abuja.visa@eda.admin.ch as a PDF, duly signed and dated, with a copy of his/her passport data page containing the signature + if applicable a copy of the Swiss residence permit.

<input type="checkbox"/>	Proof of employment / income	<ul style="list-style-type: none"> ➤ If self-employed: introduction letter (mentioning who will cover the costs for entire trip); business incorporation certificates and memorandum, original (to be returned) and photocopies; company bank statement and personal bank statement for the last 3 months, stamped and signed by the bank. ➤ If employed: introduction letter from the employer with indication of the start date of employment, the annual salary, the granted leave period, the resumption date and mentioning who will cover the costs for the entire trip; salary slips for the last 3 months; personal bank statement for the last 3 months, reflecting salary slips, stamped and signed by the bank. ➤ If unemployed or retired: introduction letter with indication of source of livelihood; personal bank statement for the last 3 months, stamped and signed by the bank.
<input type="checkbox"/>	Hotel reservation	or confirmation of accommodation
<input type="checkbox"/>	Preliminary ticket booking	A flight reservation is sufficient. It is not recommended to buy a ticket before the visa has been granted. The Embassy cannot be held responsible in case of delays or visa refusal.
<input type="checkbox"/>	Proof of international travel insurance	The insurance shall be valid throughout the territory of the Schengen Member States and shall cover the entire period of the intended stay or transit. The minimum coverage is EUR 30'000.-
<input type="checkbox"/>	Marriage Certificate	If married. Original and one photocopy. The original will be returned.
<input type="checkbox"/>	Verbal Note from MFA	Only for Diplomatic & Official visit The Note has to be submitted by the designated Protocol Officer.

Minors (under the age of 18 years old)

Both parents (respectively legal guardian(s)) must sign the visa application form (original signatures only).

<input type="checkbox"/>	Birth Certificate	Original and one photocopy
<input type="checkbox"/>	Both parents' passports	Copy of the data pages.
<input type="checkbox"/>	Consent letter	dated and signed, from both parents if the minor travels alone, or from the parent that is not accompanying the child. <ul style="list-style-type: none"> ➤ If one of the parents is absent or deceased: this must be supported by a court decision or a death certificate when applicable. ➤ If the legal guardian is someone else apart from the parent as stated in the birth certificate: a custody order (Affidavits are not accepted) must be submitted proving the legal guardianship.
<input type="checkbox"/>	Original letter from school	containing the minor's name, name of parents, grade, confirming leave to travel with exact travel dates.

<input type="checkbox"/>	Complete list of names	If the minor travels with a group: a complete list of names of all group members travelling, name of person in charge of the group and confirmation of sponsorship for the trip and entire stay.
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I have been advised to provide the above-mentioned documents but I intend to submit my application without the documents which are crossed in the check-list. I understand that failure to provide these documents may result in the refusal of my application

Applicant Name:

VFS Officer Name:

Applicant Signature:

VFS Officer Signature: