



## Visa applications for the following purposes:

- visitors for conferences, courses, trainings and cultural events

Please note that the application will only be accepted when it is **complete**, i.e.. when all the required documents are attached. In case you cannot provide the minimum required documents: fully completed visa application form, 1 passport photograph, passport and the application fee in cash, you may be **rejected**. Only the submission of a **complete application** with all documents **according to our leaflets** guarantees a prompt processing of your visa application. You are requested to submit complete documents even if you are a regular visitor to the Schengen states. Complete documentation does not guarantee the issuing of visas. Application forms are free of charge.

Every applicant is asked to provide the following **mandatory** documents (**original + 1 copy of each** document, unless otherwise specified) **after** having booked an appointment via our website [www.nigeria.diplo.de](http://www.nigeria.diplo.de):

- valid passport + copy of its data page – only E-Passports can be accepted, no observations or renewals allowed
- for non-Nigerian nationals residing in Nigeria: copy of Nigerian residence permit
- 1 loose passport photos according to biometric specifications
- fully filled Schengen visa application form – NO copies
- due to limited capacities a prepaid courier envelope by any major courier service to return your passport and documents
- travel health insurance covering the whole stay
- copy of the round trip airline reservation with passenger reservation number and itinerary (**it is recommended not to buy the ticket until the visa is granted**)
- confirmed hotel reservation / booking or proof of any other accommodation in Germany
- original up-to-date personal bank statements of the last three months (only stamped and signed bank statements are accepted) – NO copies
- original invitation letter:
  - **for visitors of conferences, courses, trainings and cultural events:** invitation for the respective purpose

### If applicable:

- proof of landed property
- Marriage Certificate (issued by the marriage registry)
- if traditionally married only: „affidavit of facts“ plus wedding pictures
- NPC Birth Certificate/s of minor children **even if they are not traveling**

### If applicant is employed:

- original letter of introduction by employer
- leave letter from employer
- employment contract and pay slips of the last three months
- original **up to date** salary bank statements of the last three months (**only stamped and signed** bank statements are accepted) – **NO copies**

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

**Please refrain from bringing bags with you to your appointments at the Consulate General.**

**Thank you for your understanding.**