



## Visa applications for the following purposes:

- business travelers
- importers of used cars, spare parts, electronic goods etc.
- visitors for conferences, courses, trainings and cultural events
- trade fair visitors

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. Using **falsified documents** will automatically result in the refusal of the application. **The visa fee amount of 80,00 Euro (only payable in 500 and 1.000 Naira bills) will NOT be reimbursed** if the visa is refused, regardless of the reasons for the refusal. Application forms are free of charge.

Visa applications of minors are possible only if accompanied by a person entitled to custody. If this is not possible, the minor has to be accompanied by an authorized representative. The authorized representative has to bring along the original and signed power of attorney as well as an picture identification card.

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 business travelers**: invitation from a company in Germany not older than 3 months
  - **for persons negotiating, purchasing and shipping goods in/from Germany (e.g. spare part dealers)**: invitation from a company in Germany not older than 3 months **and** a copy of the German company's „Handelsregisterauszug“ not older than 6 months
  - **for visitors of conferences, courses, trainings and cultural events**: invitation for the respective purpose

- **for trade fair visitors:** invitation for the trade fair **or** entry ticket
- COI / COR / Certificate of Incorporation / Registration of the company in Nigeria
- MEMO / Memorandum and Articles of Association / Company and Allied Matters Act
- FIRS / Federal Inland Revenue Service Income Tax Clearance Certificate / Company Income Tax Clearance Certificate of the past year
- original **up to date** company's bank statements of the last three months (**only stamped and signed** bank statements are accepted) – **NO copies**
- evidence of business in Nigeria and also of former and current transactions in Nigeria and/or abroad (e.g. bills of lading, receipts, contracts)

**Additional requirements for exporters of precious stones:**

- **VALID** license to possess or purchase minerals
- **VALID** exporter's registration certificate
- **VALID** export clearance certificate
- **VALID** Certificate of Entry into the Mining Industry (only if applicable)

**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**

**If applicant is a minor:**

- NPC Child's Birth Certificate
- letter of school confirming current enrolment and sanctioning leave of absence
- consent letter signed from **both parents** regarding child's travel
- copy of both parents passports
- if one parent is deceased: Death Certificate
- if parents are divorced: Court Order regarding child's custody

**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.**