



Visa Application for Priests (e.g. summer substitution)

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 can't 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:

- 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 an **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 travel 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**
- letter of introduction from your Nigerian church / Catholic Secretariat
- invitation letter from the German parish (original+copy, not older than three months)
- original guarantor's form (Verpflichtungserklärung) from the inviting German parish issued by the Aliens Authority in Germany (signed by the inviting parish/priest)

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 freelancer / self-employed:

- 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**

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.