# SCHENGEN TOURIST VISA C

## Appointment:

- For the submission of a visa application with this Embassy, **an appointment needs to be booked by** sending an e-mail to abuja.visa@eda.admin.ch (see also "how to book an appointment"). Visa applications are received Monday to Thursday, from 8.30am
- Please bear in mind that the procedure for the issuance of a Schengen visa takes at least 15 days
- Applicants must appear at the Embassy in person
- All documents have to be presented, both original and photocopies
- Documents that are not in English, French, Italian or German must be translated into one of these languages
- The visa application must be signed personally by the applicant

## Requirements to be submitted by the applicant:

- ☐ One (1) duly filled-in Schengen application form; application forms are free of charge
- ☐ 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
- ☐ One photocopy of identification page of passport
- ☐ Copy of all Schengen, UK, US and Canadian visas (if applicable)
- ☐ For non-Nigerian nationals residing in Nigeria: copy of the Nigerian residence permit
- ☐ Two (2) passport photographs, in color, 35x45 mm, white background, not older than 3 months, prime quality, head coverings are not permitted except for religious reasons
- ☐ The visa fee has to be paid in cash in Naira during the appointment. Please check the exact visa fee on our website one day before the appointment
- ☐ **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, three months back, 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 of the three last months; personal bank statement, three months back, reflecting salary slips, stamped and signed by the bank
- ☐ **If unemployed:** introduction letter with indication of source of livelihood; personal bank statement, three months back, stamped and signed by the bank
- ☐ Hotel reservation or confirmation of accommodation
- ☐ Preliminary ticket booking or travel itinerary. A flight reservation is sufficient. It is not recommended to buy a ticket before the visa has been granted. The Embassy of Switzerland cannot be held responsible in case of delays or visa refusal.
- ☐ Detailed itinerary from date of arrival to departure within Switzerland/Schengen territory
- ☐ 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 person's intended stay or transit and must be valid at least two weeks after the date of departure. The minimum coverage shall be EUR 30'000.-; a list with accepted insurance companies is available upon request by e-mail.
- ☐ If married: original and photocopy of marriage certificate
- ☐ **Minors (under the age of 18 years):** *Please see the requirements on the next page of this document*

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☐ **Minors (under the age of 18 years):**

• Original and one (1) photocopy of birth certificate
• Copy of both parents' passports (data page)
• Consent letter (dated and signed) from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling
• If either 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
• Original letter from school containing the minor's name, name of parents, grade, confirming leave to travel with exact travel dates
• 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 (if applicable)

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

**Failing to bring all required documents will result in having to book a new appointment.**

**Additional documents might be requested.**

**Fake or forged travel documents will be seized and sent to the MFA for further action.**

**In case of a refusal or a withdrawal of the application, the visa fee will not be refunded.**