**Schengen visa for official visits**

**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 visais **free of charge** for holders of **diplomatic** and **official passports** if an **official Note Verbale** from the Ministry of Foreign Affairs or an Embassy can be presented. Ordinary passport holders have to pay the regular **visa fee amount of 80,00 Euro (only payable in 500 and 1.000 Naira bills).** 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 a picture identification card

Every applicant is asked to provide the following **mandatory** documents **(original + 1 copy** of **each** document, unless otherwise specified):

[ ]  valid passport + copy of its data page –**only E-Passports can be accepted, no observations or renewals allowed**

[ ]  if you are not a Nigerian citizen: residence permit/ proof of legal residence in Nigeria

[ ]  2 passport photos according to **biometric** specifications, one attached to application form and one loose (both identical photos), one photo will be returned

[ ]  **fully filled** Schengen visa application form –**NO copies 🡪** The application form can be filled and downloaded via**:** https://videx.diplo.de/videx/desktop/index.html#start

[ ]  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)

[ ]  up to date letter of invitation

[ ]  up to date note verbale from the Ministry of Foreign Affairs or your Embassy

[ ]  up to date letter of introduction

[ ]  Confirmation that the physical presence in Germany is indispensable and the visit cannot be rescheduled

[ ]  Confirmed hotel reservation / booking or proof of any other accommodation in Germany

[ ]  if married: Marriage Certificate (issued by the marriage registry)

[ ]  if traditionally married only: „affidavit of facts“ plus wedding pictures

[ ]  if you have children: NPC Birth Certificate/s of minor children **even if they are not traveling**

**Please especially make sure that the dates on your flight reservation, hotel reservation, invitation letter and travel insurance correspond.**

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

**Thank you for your understanding.**