

Schengen States are

Austria, Belgium, Czech Republic, Denmark, Estonia, France, Finland, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxemburg, Malta, Netherland, Norway, Portugal, Poland, Spain, Sweden, Slovenia, Slovakia, Switzerland.

Embassy of the Federal Republic of Germany-Lagos Office

SCHENGEN INFORMATION LEAFLET
FOR SHORT TERM VISA (05.2008)

(tourist or commercial purposes, family visits)

1) Nigerian nationals or nationals of other countries residing in Nigeria who intend to travel to one of the Schengen Member States (Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Malta, Norway, Poland, Portugal, Slovenia, Slovakia, Spain, Sweden) for commercial, tourist purposes or visits to family members can obtain a visa for a maximum stay of 90 days within a period of six months (single entry or multiple entries), valid for all Schengen Member States. In case of multiple entries the days of every stay will be added up, beginning from the first day of entry. In these cases the maximum stay of 90 days within a period of six months may not be exceeded.

Please contact the competent Embassy of the country of (main) destination (according to travel purpose and duration of stay) regarding your visa application and the required documents. If it is not possible to determine the country of main destination, the Schengen Member State of first entry into the Schengen territory is competent.

2) A visa application does not give the right to actually obtain a visa.

3) In general, the visa will be issued according to the intended duration of each stay. In case you apply for a visa valid for more than 3 months, special reasons for a longer validity might be requested and approval by the alien offices in Germany is required.

Important notes

- At the date of appointment applicants can submit their application forms as well as the required documents Monday through Friday at the consular section of the German Embassy in Lagos.

- In general it takes 12 working days to process a visa application provided all required documents have been submitted. In case submitted documents need to be verified, the processing time might take up to 4 weeks depending on the individual case.

- During the time your visa is being processed your passport cannot be handed out.
- During collection of your passport (between 12:30 p.m. and 13:30 p.m) you are kindly requested to check whether the visa has been duly issued. Please check the personal data on the visa sticker (full name, passport number, validity of the visa). In case of any typing mistakes or complaints, please immediately contact the staff at the visa counter.
- According to the German law, the visa fee is a processing fee and therefore not refundable.
- Forged passports submitted at the Embassy will be seized and sent to the Ministry of Foreign Affairs in Abuja for its perusal.
- Evidence of sufficient financial means has to be presented not only in the process of applying for a visa but also when entering the Schengen territory.
- A valid visa does not necessarily guarantee entry.
- The visa fee is 60, - Euro, comparable amount in Naira at the actual Embassy rate (not refundable).
- The travel health insurance has to cover medical expenses at minimum of 30.000, Euro and must be valid in all Schengen Member States. Travel health insurances will only be accepted if issued by insurance companies which are either resident in member countries of the European Union, Switzerland or Liechtenstein or which cooperate with an insurance company resident in the above mentioned countries.
- Please be informed that only complete applications will be considered.
- The applicant is obliged to provide all information to the best of his/ her knowledge and belief. Knowingly providing false information may result in the applicant being denied a visa or being deported from Germany, should a visa already have been issued.

Every visa applicant is required to present the following documents:

- One application form, duly filled in (please use capital letters), date and signature (Your application shall not be processed in case of error or omission)
- Two recent photographs (please see our instructions on passport photographs)
- Valid passport with machine-readable page 33 (the validity of the passport has to exceed the end of the intended journey by at least three months; no handwritten extensions, renewals, or observations are accepted)
- Clear photocopy of your passport (page 33, identification page)
- Travel Health Insurance (to cover medical expenses at minimum of 30.000,- Euro; valid in all Schengen Member States original and one photocopy)

- Proof of sufficient foreign fund to cover all cost which may arise – not applicable for transit visa -(i.e. statements of private bank account and pay slips of the last three months or guarantor’s form/ formal written obligation signed by the host(ess) and duly legalised by the aliens authority in Germany)
- Marriage certificate, birth certificates of children (original and one copy), if applicable. If you do not have a Marriage Certificate please state why not instead of presenting a fake one. Please present fotos of the wedding ceremony in case of a traditional wedding.

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

Further documents required due to the purpose of travelling:

1) Business visa

- Original invitation letter from a company in Germany (in German language)
- Certificate of Incorporation of the company in Nigeria and/ or Memorandum and Articles of Association (if applicable)
- Evidence of former and current transactions in Nigeria and/ or abroad (e.g. bills of lading, receipts, contracts)
- Covering letter/ letter of introduction from the company/ organisation in Nigeria explaining the necessity to travel even if the applicant is the owner of the company

2) Tourist visa

- Hotel booking (no email/ internet booking will be accepted)
- Flight reservation and/ or ticket (original and one copy)
- Leave letter, if employed by a company in Nigeria (with physical address, telephone number, and email) stating the duration of leave and the function/ profession of the applicant in the company

3) Transit visa

- Valid visa for all other countries of destination after leaving the Schengen territory (original, one copy)
- Confirmed flight reservation or ticket (original, one copy)
- For first time travellers: Complete business papers (see above)

4) Medical treatment

- Medical certificate issued by the treating medical doctor in Nigeria
- Written confirmation of appointment by a hospital/ medical doctor in Germany
- Information regarding the estimated duration of the treatment by a hospital/ medical doctor in Germany
- Proof of advance payment.

5) Minors

- Written authorization signed by both parents or the guardian under whose custody they are

- If parents or guardian are not present at the Embassy copies of their passports have to be submitted. If passports are not available a sworn affidavit has to be presented.

Please note that the visa application of applicants under the age of 16 years has to be signed by both parents!

6) Non-Nigerian nationals

Non-Nigerian nationals are required to submit the documents listed above due to the purpose of travelling and additionally:

- Nigerian residence permit (CERPAC, if applicable) and re-entry visa into Nigeria valid for at least 3 months after the expiry date of the Schengen visa.

7) Family visits or visits of close family members

- guarantor's form/ formal written obligation signed by the host(ess) and duly legalised by the aliens authority in Germany
- proof of relationship, i.e. birth certificate of relative (photocopy)
- passport photocopy of relative in Germany showing the valid residence permit.

For other types of visa such as long term visa (over 3 months stay) or visa in view of employment, studies, or family reunion, the national law of the country of destination remains applicable. Please contact the diplomatic or consular mission of the country of destination.

Any additional information can be obtained by the competent visa sections of the diplomatic/ consular missions.

This information sheet is free of charge.