

## **List of supporting documents to be submitted by applicants for short stay visas in Nigeria (Abuja and Lagos) (6 August 2012)**

### (1) Documents to be provided by ALL VISA APPLICANTS:

(1) Copy of flight ticket or flight reservation including return flight.

(2) Verifiable evidence of sufficient means of subsistence during intended stay such as:

- salary slips;
- recent personal bank statement or balance over last three months;
- regular income generated by property.

(3) Proof of accommodation for the whole duration of the intended stay; hotel reservations, rental of holiday home, campus residence reservation or proof of private accommodation (invitation) from the host.

(4) Additionally, for non-Nigerian nationals residing in Nigeria:

- copy of the Nigerian residence permit.

(5) Minors travelling alone or with one parent must present:

- - letter of consent from both parents/legal guardian(s);
- - copy of the birth certificate of the minor;
- - ID card/passport of both parents/legal guardian(s).

### (2) Documents to be provided by applicants travelling for the purpose of TOURISM:

(1) Proof of employment:

- Tax Clearance Certificate (TCC) and Certificate of Business Incorporation paper for businesspersons;
- Employment letter stating the days of leave for employees;
- For scholars (professors, scholarship-holders, lecturers, instructors, etc.) and students, letter from school or university;

(2) Proof of commercial activities in Nigeria and overseas for businesspersons e.g. bills of lading, receipt book, etc.

(3) Any proof of ties in Nigeria (marriage certificate, proof of real estate property).

### (3) Documents to be provided by applicants travelling for FAMILY VISIT:

(1) Proof of relationship between visa applicant and person to be visited (birth certificate, marriage certificate, correspondence, photos, etc.);

(2) Formal written and signed invitation or sponsorship document from the host in accordance with respective internal laws.

The following Member States require the inviting host/sponsor to fill in a specific form to be validated by the authorities in the Member State of destination: Austria, Belgium, Switzerland, the Czech Republic, Germany, [Denmark (represented by Sweden)], France, Italy, Lithuania, Luxembourg, the Netherlands, Norway, Poland, Portugal, Sweden, Slovakia.

(4) Documents to be provided by applicants travelling for BUSINESS:

(1) Invitation letter from the company based in the Member State of destination. The letter should contain relevant personal data on the invited person, purpose of the visit and duration of stay.

(2) TCC (Tax Clearance Certificate) and Certificate of Business Incorporation (certificate of registration of a company or business).

(3) Proof of commercial activities in Nigeria and recent business contacts, ongoing commercial relationship with the company that invites the person (contracts, bills, commercial correspondence, etc.).

(4) In the case of participation in conferences, fairs, seminars, congresses, etc.:  
– An invitation from a company or an authorised body to attend events connected with trade, industry or work;  
– Proof of registration and entry tickets for events, if applicable;  
– Other documents proving the existence of trade or work relations.

(5) Documents to be provided by applicants travelling for MEDICAL TREATMENT:

(1) Certificate from the applicant's physician or a hospital in Nigeria, verified – if necessary – by another independent medical body, confirming the need for specific medical treatment to be provided in the country of destination.

(2) An official document of the receiving medical institution in the Member State confirming that it can perform the specific medical treatment and the patient will be accepted accordingly.

(3) Proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment and related expenses, such as additional insurance coverage.

(4) Any other correspondence between the sending and receiving sides, if available.

(6) Documents to be provided by applicants travelling for RESEARCH or TRAINING:

(1) Certificate of enrolment at an educational establishment for the purpose of studying, undertaking scientific or practical trainings (including vocational training) or other activities that could help enhance the professional and intellectual skills of the applicant.

(2) Student cards or certificates in respect of the courses to be attended.

(3) Proof of pre-payment of courses or training activities, if applicable.

(7) Documents to be provided by applicants travelling on an OFFICIAL MISSION or OFFICIAL PURPOSES:

A verbal note issued by the Nigerian Ministry for Foreign Affairs confirming that the applicant is a member of an official delegation or on an official mission to a Member State.

Invitation letter or confirmation of registration from the host organisation.

(8) Documents to be provided by applicants travelling for **SCIENTIFIC PURPOSES, CULTURAL, SPORTS OR RELIGIOUS EVENTS OR OTHER REASONS:**

- Copy of the official invitation.
- Invitation, entry tickets, enrolments or programmes stating (wherever possible) the name of the host organisation, the length of stay or other documents proving the purpose of the journey.