



IMPORTANT REGULATIONS GOVERNING THE ISSUANCE OF SWISS SCHENGEN VISA

FREQUENTLY ASKED QUESTIONS

Should your question not be answered please submit your inquiry in writing to the following e-mail address:
abuja.visa@eda.admin.ch.

The Embassy of Switzerland introduced the Schengen visa with biometric data on March 14, 2013. Please read the below listed details concerning the Schengen Visa with biometric data carefully.

1. What changes with the introduction of the Schengen visa with biometric data?

On March 14, 2013, the Embassy of Switzerland introduced the Schengen visa with biometric data. A scan of the fingerprints of all applicants applying for a "Visa C" (tourism, business, family/friends visit) and applicants applying for a "Visa D" (long term visa for students, Swiss residence permit) is made at the Embassy. Excluded from the scan of fingerprints are minors below the age of 12 years old.

2. Do I need to come in person to submit my visa application?

Yes, personal appearance when applying for a visa is mandatory.

Children below the age of 12 years do not need to have their fingerprints scanned. Yet, every child must come in person to the embassy and must have an appointment booked for him-/herself, even if the child is a baby.

To book an appointment, please send an e-mail to abuja.visa@eda.admin.ch or call +234 810 071 8141 from Monday to Thursday between 2 – 3pm.

3. How much time does it take to have the fingerprints scanned?

In general, it should not take more than five minutes to have the fingerprints scanned.

4. I live far away from Abuja. Can I be exempted from coming in person to the Embassy?

No, personal appearance when applying for a visa is mandatory.

5. Is the visa more expensive with the introduction of the Schengen visa with biometric data?

No, the visa fee has not changed due to the introduction of the Schengen visa with the biometric data process. The valid visa fee is published on our website:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/up-90-days/fees-schengen.html>

6. Do I have to come in person to apply for a visa after giving my fingerprints?

Yes, personal appearance when applying for a visa is mandatory.

Children below the age of 12 years do not need to have their fingerprints scanned. Yet, every child must come in person to the embassy and must have an appointment booked for him-/herself, even if the child is a baby.

157, Adetokunbo Ademola Crescent
Wuse II
Abuja, Nigeria

P.O. Box 5162
Abuja 900003 / Nigeria
abu.visa@eda.admin.ch, www.eda.admin.ch/abuja

7. How does the scan of the fingerprints work?

Our employees at the visa section will explain the procedure in detail. It is a simple procedure which does not hurt in anyway.

8. Does my 6 year old son need to come to the Embassy for the scan of this fingerprints?

Only children as of 12 years of age have to do the scanning of their fingerprints.
Yet, every child has to appear in person for the handing in of the visa application.

9. My child will need a visa. Does my child still need to come to the Embassy even though she/he is below 12?

Yes. Every child must come in person to the embassy and must have an appointment booked for him-/herself, even if the child is a baby.

10. How can I book an appointment?

All applicants need an appointment in order to submit their visa application. For instructions on how to book an appointment, please check the information sheet «Getting an appointment» by clicking the following link:

https://www.eda.admin.ch/dam/countries/countries-content/nigeria/en/Getting-an-appointment_EN.pdf

11. Can I appear at the Embassy without an appointment?

No. You have to book an appointment before appearing at the Embassy. This can be done by sending an e-mail to abuja.visa@eda.admin.ch or by calling the appointment line +234 810 071 8141 from Monday to Thursday between 2 – 3pm.

12. On the day of my appointment, can I bring other people who don't have an appointment but would like to apply for a visa?

No. Each person must have an appointment before they can appear at the Embassy.

13. How early can I apply for a visa?

Applicants are free to apply up to 180 days prior to their date of travel. The Embassy of Switzerland recommends that you apply at least 8 weeks prior to your date of travel. Processing usually takes 15 calendar days for short stay visas while the processing of long stay visas varies depending on the motive of travel.

14. Can I be exempted from submitting a complete file on the day of the appointment?

No, all documents must be submitted according to the list of requirements.
Incomplete files will not be accepted.

15. Can I get visa information over the phone?

No. Please note that NO information is given over the phone. You may send your request by e-mail to the following email address: abuja.visa@eda.admin.ch

16. Can I get additional information by calling the Swiss Embassy?

No. For organizational reasons, no information is given over the phone. For further information, please check the webpage: www.eda.admin.ch/abuja

17. Is the visa issued by the Embassy of Switzerland in Abuja valid for Switzerland only?

No. The Schengen visa issued by the Embassy of Switzerland gives access to 26 Schengen countries in total. However, Schengen visa applications will only be accepted by the Embassy of Switzerland if Switzerland is the country of the maximum stay. Should the duration of the stay be the same in several Schengen states, Switzerland must be the **first point** of entry, **if presenting an application** at the Embassy of Switzerland.

Please note that the visa may be cancelled and entry denied by the border authority, if the information given on the visa application differs at the moment of your entry into the Schengen Area.

18. Where and how can I apply for a tourist, business or visitor's visa?

If you are spending more time in Switzerland than in any other Schengen countries

OR

if you are spending the same amount of time in Switzerland as in the other Schengen countries and are entering Switzerland first, you may apply for a visa at the Embassy of Switzerland. Please consult the following webpage for information and application forms:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch.html>

You will have to appear in person, by appointment only at the Embassy of Switzerland:
157, Adetokunbo Ademola Crescent, Wuse II, Abuja.

To book an appointment, please send an e-mail to abuja.visa@eda.admin.ch or call +234 810 071 8141 from Monday to Thursday between 2 – 3pm.

19. What are the procedures to get a “Visa D” for study or work?

Please check the relevant leaflets on the webpage:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/more-90-days.html>

20. I have received a work, residence or student permit for Switzerland. What is the next step?

If the authorization is already available, the applicant can come to the Embassy without appointment. Opening hours for this purpose are: Monday to Thursday from 2 – 3pm, Friday from 10.30 - 11.30am, except holidays.

In case the applicant had already presented all necessary documents for the visa to be issued at the Embassy of Switzerland in Abuja, he/she will come with his/her passport only. The visa will be ready the next day.

If the visa request was organized in Switzerland, the applicant must submit one Visa-D application form, two photographs, and the copy of the authorization letter, the passport and a copy of the passport identification page to obtain the entry visa. Please note that the processing time is up to 48 hours (two working days).

The Visa D (Long Stay) form can be downloaded from the following webpage:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/more-90-days/documents-national.html>

NO information is given by phone.

Within the first eight days following your initial entry to Switzerland you will have to declare your arrival at the Migration Authorities or Town Registrar at your place of residence (German: Fremdenpolizei/Einwohnerkontrolle – French: Police des étrangers/Contrôle des habitants – Italian: Ufficio degli stranieri/Controllo degli abitanti). The permit to stay, study or work in Switzerland will be issued upon notification of your arrival.

Further useful information can be found on: <https://www.sem.admin.ch/sem/en/home.html>

21. Can I travel to other Schengen States with my Swiss resident permit?

Yes, you may travel to other Schengen countries with your “SWISS LIVING/RESIDENT PERMIT” within its validity.

22. What documents are required for a Schengen visa?

Please log on to the following webpage:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/up-90-days.html>

There you can check the required documents for the visa category you have chosen.

All supporting documents must be submitted in English, German, French, or Italian.

Please note, no information is given over the phone.

23. Can I apply at the Embassy of Switzerland in Abuja if I want to go to another Schengen country?

If you plan to apply for a Schengen visa at the Embassy of Switzerland, your main destination and the maximum period of stay in the Schengen states must be in Switzerland. If you stay equally long in another country you will have to apply at the Embassy of the country you enter first. Please provide proof in support of this.

24. Can I apply for a visa at any Embassy of Switzerland in the world?

No, you can only apply for a visa in your country of residence.

25. How much is the visa fee?

Please check the following website:

<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/up-90-days/fees-schengen.html>

26. In which currency do I pay the visa fee?

The visa fee must be paid in cash and in Naira.

27. Will my fees be refunded if my visa is refused?

No. All fees are non-refundable and will not be reimbursed if your visa application is refused.

28. What is the procedure to get my passport back?

The passport can be collected on the date and time indicated on the collection slip from Monday to Thursday between 2 - 3pm, except official holidays. Please note that it takes 15 calendar days to issue a Schengen visa.

No information is given over the phone on the progress of the visa process.

29. Can someone collect my passport for me on the day of collection?

Yes, you may send someone to collect your passport. The person must appear at the embassy with the original collection slip given to you and must know your name.

30. Do I need to write a letter of authorization when sending someone to collect my passport?

No. The person collection your passport in lieu of you must present the original collection slip given to you and must know your name.

31. When can I reapply without having appealed against my visa refusal?

You are free to reapply after the 30 days given to make an appeal have elapsed. However, it is recommended you honor the reasons of the refusal before submitting a new application and amend the application accordingly where applicable.

32. Can I ask for an express Schengen visa?

No, the Schengen consultation is mandatory for all Nigerian nationals. All Schengen members have to give their permission in order to issue a visa. The Swiss Embassy does not have any influence on this procedure.

33. Where should the 'Letter of Invitation' for a visitor visa application be sent to?

According to the requirement leaflet the original invitation is to be sent DIRECTLY to the guest in Nigeria who shall submit it together with the application. In addition and before the appointment date, the host must send a copy of the invitation letter to the Swiss Embassy to the following email address: abuja.visa@eda.admin.ch.

34. What are the requirements for the photograph?

The photograph should not be older than 3 months. It needs a white background, no head-covering / wig / dark glasses and it needs to be 35–40mm in width.

35. Do I need travel insurance?

Yes, proof of an existing travel-health insurance valid for the Schengen states and covering a minimum amount of EUR 30'000.00 for medical treatments and home repatriation in case of illness or death has to be submitted.

36. How long does the travel insurance need to be valid?

The travel insurance shall be valid throughout the territory of the Schengen member states **and shall cover the entire time period of the person's intended stay or transit**. A list with approved travel insurances is available upon e-mail request.

37. What are the requirements for children traveling either alone or with only one/both parents?

Please check the leaflet on the website by clicking the following link:

https://www.eda.admin.ch/dam/countries/countries-content/nigeria/en/Visa-Requirements-MINORS_en.pdf