



2. SCHENGEN C VISA – OFFICIAL / DIPLOMATS

Processing your visa application

- Book an appointment online: <https://visa.vfsglobal.com/nga/en/che>
- Processing a Schengen visa application takes at least 15 days once the application reaches the Embassy (no fast tracking available).
- Applicants must appear in person at the VFS Switzerland Visa Application on the appointment date and 15 minutes before their appointment time.
- All documents need to be submitted on paper A4.

Fees

Free of charge (except VFS Service Fee / VAS fee).

Payment can be made by POS or Bank transfer or QR Code payment (NGN) during the appointment. Please check the exact visa fee on VFS website <https://visa.vfsglobal.com/nga/en/che> before the appointment.

In case of a refusal or a withdrawal of the application, the Visa Fee, VFS Service Fee and any VAS fees (if any) will not be refunded.

Documents to submit (additional documents might be requested)

<input type="checkbox"/>	One Schengen application form	duly filled-in (application forms are free of charge).
<input type="checkbox"/>	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. For non-Nigerian residing in Nigeria: ➤ Copy of the Nigerian residence permit
<input type="checkbox"/>	One copy of passport's identification page	
<input type="checkbox"/>	One passport photograph	in color, 35x45 mm, white background, not older than 3 months, good quality. Head coverings are not permitted except for religious reasons.
<input type="checkbox"/>	Letter of invitation OR Proof of Conference from Switzerland	must contain name, first name, date of birth, passport number (exactly same as in the passport) for every invited person, purpose and duration of visit. ➤ The host in Switzerland must additionally send the invitation letter by email to: abuja.visa@eda.admin.ch as a PDF, duly signed and dated.
<input type="checkbox"/>	Preliminary ticket booking	A flight reservation is sufficient. It is not recommended to buy a ticket before the visa has been granted. The Embassy cannot be held responsible in case of delays or visa refusal.

<input type="checkbox"/>	Copy of Verbal Note from the MFA (or ECOWAS)	The original Verbal Note has to be submitted directly to the Embassy by the designated Protocol Officer. If the Verbal Note is not yet available, the file may be accepted, but the Note must be provided to the Embassy as soon as it is available.
--------------------------	---	--

Applicants with ordinary passport

Applicants applying with ordinary passport must provide in addition:

<input type="checkbox"/>	Introduction letter from the employer	with indication of: <ul style="list-style-type: none"> - start date of employment - annual salary - granted leave period - resumption date - who will cover the costs for the entire trip.
<input type="checkbox"/>	Salary slips	for the last 3 months
<input type="checkbox"/>	Personal bank statement	<ul style="list-style-type: none"> - for the last 3 months - reflecting salary slips - stamped and signed by the bank.
<input type="checkbox"/>	Proof of international travel insurance	<ul style="list-style-type: none"> - valid for all Schengen Member States - covers the entire period of the intended stay - minimum coverage of EUR 30'000.-

I have been advised to provide the above-mentioned documents but I intend to submit my application without the documents which are crossed in the check-list. I understand that failure to provide these documents may result in the refusal of my application.

Applicant Name:

VFS Officer Name:

Applicant Signature:

VFS Officer Signature: