



SCHENGEN VISITOR VISA C

Appointment:

- For the submission of a visa application with this Embassy, **an appointment needs to be booked** by sending an e-mail to abuja.visa@eda.admin.ch or by calling +234 (0)810 071 8141, Monday to Thursday, 2 to 3pm only. Visa applications are received Monday to Thursday, 8.30am to 11am
- Please bear in mind that the procedure for the issuance of a Schengen visa takes at least 15 days
- Fake or forged travel documents will be seized and sent to the MFA for further action
- Applicants must appear at the Embassy in person
- All documents have to be presented, both original and photocopies
- The visa application must be signed personally by the applicant

Requirements:

- ☐ One duly filled-in Schengen application form; application forms are free of charge
- ☐ Passport valid at least three months after leaving Switzerland; please additionally submit all previous passports, either valid or cancelled
- ☐ One photocopy of identification page of passport
- ☐ Copy of all valid Schengen, UK, US and Canadian visas
- ☐ For non-Nigerian nationals residing in Nigeria: copy of the Nigerian residence permit
- ☐ Two passport photographs, not older than 3 months, prime quality, white background; head coverings are not permitted except for religious reasons
- ☐ The visa fee has to be paid in cash in Naira during the appointment. Please check the exact visa fee on our website:
<https://www.eda.admin.ch/countries/nigeria/en/home/visa/entry-ch/up-90-days/fees-schengen.html>
- ☐ Original letter of invitation from Switzerland, must contain: name, first name, date of birth of every invited person, purpose and duration of visit (exact dates of stay in Switzerland), cost guarantee (if applicable), confirmation of applicants accommodation
 - The invitation, duly signed, must be sent by email to: abuja.visa@eda.admin.ch prior to the appointment date given to the applicant
- ☐ Copy of Swiss residence permit or Swiss passport from the host
- ☐ **If self-employed:** introduction letter; business incorporation certificates and memorandum, original (to be returned) and photocopies; company bank statement and personal bank statement, three months back, stamped and signed by the bank
- ☐ **If employed:** introduction letter from the employer with indication of the start date of employment, the annual salary, the granted leave period and the resumption date; salary slips, three months back; personal bank statement, three months back, reflecting salary slips, stamped and signed by the bank
- ☐ **If unemployed:** introduction letter with indication of source of livelihood; personal bank statement, three months back, stamped and signed by the bank
- ☐ Appropriate flight reservation / booking, including return flight
- ☐ Proof of international travel insurance. The insurance shall be valid throughout the territory of the Schengen Member States and shall cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30'000.-; a list with accepted insurance companies is available upon request by e-mail
- ☐ If married: original and photocopy of marriage certificate
- ☐ **Minors travelling alone or with one parent:** Copy of birth certificate, letter of consent from both parents, copy of both parents' passports and both parents must sign the visa application form

Additional documents might be requested

Please also pay attention to the backside of this document

157, Adetokunbo Ademola Crescent
Wuse II
Abuja, Nigeria

P.O. Box 5162
Abuja 900003 / Nigeria
Tel.: +234(0)92200400-02
abuja@eda.admin.ch, www.eda.admin.ch/abuja

Declaration of Sponsorship:

- During the verification of the visa application, the Embassy of Switzerland in Abuja may require the issuance of a 'Declaration of Sponsorship' should the applicant not have sufficient financial means to support himself in Switzerland, or, should the Embassy have reason to doubt sufficient financial funds exist
The 'Declaration of Sponsorship' will be provided by the Embassy directly, it is not available online
- The guarantor may be a Swiss citizen; a person residing in Switzerland, holding a valid residence permit for Switzerland (B or C) or a legal entity registered in the commercial or trade register
The same rules apply to hosts from the Principality of Liechtenstein
- In case the embassy requires a 'Declaration of Sponsorship', the applicant completes the relevant form handed out by the visa section and submits it to the guarantor in Switzerland, either by e-mail or fax
- The guarantor completes and signs the declaration and sends it, depending on the canton, to the local communal authority or to the cantonal migration authority
Specific information regarding the procedure for the different cantons may be found on this [information leaflet](#)
- The competent authority verifies the declaration and informs the cantonal migration authority of its verification result. This statement will be submitted directly to the Swiss Embassy in Abuja