CHECKLIST OF REQUIREMENTS FOR A VISA APPLICATION

A. GENERAL REQUIREMENTS

1) All applicants must submit:
   - ☐ their application in person. No exemptions will be made!
   - ☐ a completely and correctly filled out application form;
   - ☐ two (2) recent passport size pictures of good quality (no photocopies) with a white background and the distance between both ears should be 2 cm.
   - ☐ their passport and if applicable, their resident permit. These documents must be valid for a period of at least three (3) months after the expiry date of the requested visa. A copy of the holder's page of your passport must be submitted.
   - ☐ an original and one copy of the submitted documents;
2) Please note that additional information can be submitted in person or by courier service of reliable companies like DHL, UPS, FEDEX, RED EXPRESS. If you are not able to collect your passport in person, you are requested to send to the Consular Office a prepaid envelope of one of the said courier companies.
3) Visa fees can only be paid by Debit Card (from any bank affiliated with Inter Switch)
4) Please note that a copy of the travel insurance policy (only for short stay entry visa) has to be presented only if and when your visa has been approved

B. SPECIFIC REQUIREMENTS (including for transit visa with stay)

1) For a business visit, the following additional documents have to be submitted together with the application form (only complete and orderly will be accepted for consideration):

a) An original letter of invitation or guarantee letter of the Dutch company
b) An original guarantee and introduction letter from your own company
c) Certificate of incorporation and Memorandum of Association
d) An original revenue receipt
e) An original income tax clearance certificate
f) Original bank statements of the company over the last 3 months
g) Proof of ongoing business in Nigeria
h) Previous / ongoing correspondence between the company in the Netherlands and applicant
i) For employees: pay slips covering the last 3 months and a contract of employment
j) If applicable; proof of previous transactions with the Netherlands or with other Schengen countries (for example receipts, bill of lading)

2) For a tourist visit, the following additional documents have to be submitted together with the application form (only complete and orderly documents will be accepted for consideration):

a) Proof of sufficient foreign funds (no cash) i.e. bank statement of the past 3 months
b) Proof of property / copy children's birth certificate / marriage certificate
c) For employees: a letter of introduction from applicant's employer and pay slips covering the last 3 months.
d) If visiting family or friends:
   - A letter of invitation ***I*** guarantee from the inviting party in The Netherlands, legalized by the Town Hall, with the following information: surname, first names, date of birth, passport number of the applicant, purpose and exact duration of the visit
   - If the inviting party is a family member, proof of relationship through copy of birth certificate or marriage certificate
   - A copy of the inviting party's passport or resident permit
   - If the inviting party is paying for (a part) of the ticket and accommodation, bank statement as well as pay slips of the inviting party covering the last 3 months

3) For a transit-visa without stay,

a) A valid visa for the country of destination is required
b) For first time travelers an invitation letter and proof of the reason for traveling to the country of destination

C. OTHER REQUIREMENTS

The visa officer may however request additional information or documents

READ THIS PAGE CAREFULLY

BEWARE OF THE TOUTS

THE APPLICATION FORM IS FREE OF CHARGE. THE **ONLY** COST FOR APPLYING A VISA ARE THE VISA FEES. THESE FEES ARE PAYABLE **ONLY** AT THE COUNTER OF THE CONSULAR OFFICE WHEN SUBMITTING YOUR APPLICATION TO THE VISA OFFICER

Only if the main destination of your journey to the Schengen territory is in the Netherlands, or if you need to transit via the Netherlands to a non-Schengen country, your visa-application is to be submitted at the visa section of the Netherlands Embassy in Abuja. If however, your main destination is in one of the other Schengen countries', the visa has to be obtained from the Embassy or Consulate of that country.

Please note that the Schengen countries are: Belgium, Cyprus, Denmark, Germany, Estonia, Finland, France, Greece, Hungary, Italy, Latvia, Lithuania, Luxemburg, Malta, The Netherlands, Norway, Austria, Poland, Portugal, Slovenia, Slovakia, Spain, Czech Republic, Sweden, Iceland and Switzerland.
Holders of valid Nigerian DIPLOMATIC and OFFICIAL passports do NOT need an Airport Transit Visa when transiting through The Netherlands.
Holders of NATIONAL passports do NOT need an Airport Transit Visa when transiting through The Netherlands if having a valid Schengen visa or a valid entry visa for the following countries: Bulgaria, the UK, Ireland, Liechtenstein, Romania, US, Canada and Japan.

New visa applications are accepted by appointment only. Appointments can only be booked by internet http://nigeria.embassytools.com

The processing time for your application takes:
- TRANSIT VISA: a minimum of 2 working days
- ENTRY VISA: a minimum of 10 working days unless it has to be submitted to the Netherlands' authorities, which subsequently could result in a process time of 4 weeks.
- MVV: several months

Please note that if you do not submit all the required documents as listed below with your visa application form, this may delay the process of your application.

PLEASE NOTE:

1. A Schengen visa is a document that allows you to travel to the Schengen Territory (which includes The Netherlands). However, a visa does not necessarily guarantee entry. It is only part of the requirements to enter the Schengen territory. You may be asked, by border control officers, to provide information or supporting documents concerning your sufficient financial means, length of stay and the purpose of your visit, in addition to your valid passport and visa. Have them all with you when traveling to The Netherlands.
2. The reason for a refusal will be given in writing. However, only once and only in the Dutch language, in accordance with Dutch regulations.
3. Fake or forged documents will not be returned.
4. The fulfillment of all the requirements as mentioned above does NOT guarantee the issuance of a visa.
5. Fees will not be reimbursed if a visa has not been granted

For any queries about the status of your application, please mail to: abd-status@minbuza.nl
For any issues concerning appointments (NOT FOR MAKING APPOINTMENTS), please mail to: abd-appointment@minbuza.nl

AS FROM 01/02/09 THE NETHERLANDS EMBASSY PROCESSES VISA APPLICATIONS ON BEHALF OF ESTONIA