



Application for a Schengen Visa (Sponsorship)

Please note that the application will only be accepted when it is **complete**, i.e. when all the required documents are attached. In case you can't provide the minimum required documents:

- fully completed visa application form,
- 1 passport photograph,
- passport and the
- application fee in **cash**

you may be **rejected**.

Only the submission of a **complete application** with all documents **according to our leaflets** guarantees a prompt processing of your visa application. You are requested to submit complete documents even if you are a regular visitor to the Schengen states. Complete documentation does not guarantee the issuing of visas. Using **falsified documents** will automatically result in the refusal of the application. **The visa for travels funded by German government organizations is free of charge.** Application forms are free of charge.

Visa applications of minors are possible only if accompanied by a person entitled to custody. If this is not possible, the minor has to be accompanied by an authorized representative. The authorized representative has to bring along the original and signed power of attorney as well as a picture identification card

Every applicant is asked to provide the following **mandatory** documents (**original + 1 copy of each** document, unless otherwise specified):

valid passport + copy of its data page –**only E-Passports can be accepted, no observations or renewals allowed**

if you are not a Nigerian citizen: residence permit/ proof of legal residence in Nigeria

2 passport photos according to **biometric** specifications, one attached to application form and one loose (both identical photos), one photo will be returned

fully filled Schengen visa application form –**NO copies** →

The application form can be filled and downloaded via:

<https://videx.diplo.de/videx/desktop/index.html#start>

travel health insurance covering the whole stay



- copy of the round trip airline **reservation** with passenger reservation number and travel itinerary (it is recommended **not to buy** the ticket until the visa is granted)
- original **up to date** personal bank statements of the last three months (**only stamped and signed** bank statements are accepted) –**NO copies**
- up to date letter of introduction by the employer
- up to date invitation letter by the university/ organization hosting your programme
- up to date letter of sponsorship/ award of scholarship issued by the respective German organization (DAAD etc.)
- Confirmed hotel reservation / booking or proof of any other accommodation in Germany
- Vaccination card showing two COVID-19 vaccinations older than 14 days
- If applicable: Marriage Certificate (issued by the marriage registry)
- If traditionally married only: „affidavit of facts“ plus wedding pictures
- If applicable: NPC Birth Certificate/s of minor children **even if they are not traveling**

Supplementary information or evidence may be requested in each individual case.

Thank you for your understanding.

<https://custom.cvent.com/674C5148C07942B48E9C048237959D4E/files/event/dff4adf24029478686acf5049aa6dc99/8ba03c5342fd4350bf679c3cb2495a50.docx>