



SCHENGEN APPLICATION FORM

- Full Name :
- Phone number :
- Email address :
- Home address :
- Marital status :
- Current occupation :
- Name of employer :
- Address of employer :
- Employer email address :
- Employer phone number :
- Intended date of travel and return :
- Date of most recent Schengen visa (from dd/mm/yyyy - to dd/mm/yyyy) :
- Surname and first name of the inviting person or Hotel reservation :
- Address of invitee :
- Email of invitee:
- Phone number of invitee:

Please attach the international passport data page and most recent Schengen visa.

REQUIRED DOCUMENTS

TOURIST VISA

Documents Provided by VisaPlug (Travel Agency):

1. Completed Schengen Visa Application Form
2. Appointment Confirmation Slip
3. Confirmed Hotel Reservation
4. Flight Reservation (Round Trip)
5. Travel Health Insurance

Documents to Be Provided by Applicant:

1. Employment / Professional Documents
 - Employment Letter
 - Introduction Letter from Employer
 - Last 3 Months' Payslips
 - Work ID Card
 - Promotion Letter (if applicable)
2. Financial & Supporting Documents
 - 3 Months' Personal Bank Statement (stamped by bank)
 - Proof of Property Ownership (if any)
 - Investment Documents (shares, fixed deposits, etc.)
3. Family & Social Ties (Optional but Recommended)
 - Marriage Certificate (if married)
 - Children's Birth Certificates
 - Family Photograph

Documents Required – Business Visa

Documents to Be Provided by Applicant (Employee)

1. Employment & Authorization Documents
 - Official Introduction Letter from your employer, clearly stating:
 - Your job title and confirmation of your employment
 - Purpose of travel (meeting, training, or conference)

- Dates of travel and duration of stay
- Confirmation that the company is aware of and supports the trip
- Leave Approval Letter or HR Endorsement (confirming you have official permission to travel)
- Work ID Card (photocopy)
- Last 3 Months' Payslips

Documents to Be Provided by Applicant (Self-Employed)

1. Employment & Business Documents

- Official Introduction Letter from Employer
- Invitation Letter from Company / Business Partner in the Netherlands (Amsterdam)
- Business Registration (CAC for Nigerian companies)
- Company Tax Clearance Certificate (if applicable)

2. Invitation & Event Documents

- Official Invitation Letter from the hosting company, event organizer, or conference body in Netherlands (Amsterdam).
- Proof of Conference / Training Registration (if applicable)
- Program Schedule or Agenda (if available)

3. Financial & Sponsorship Documents

- 3 Months' Bank Statement (corporate if company is sponsoring, personal if self-funded)
- Sponsorship Letter on Company Letterhead (if the company is covering all expenses)
- Company CAC / Business Registration Documents (for verification)
- Tax Clearance Certificate (if available)

4. Additional Supporting Documents (Optional but Recommended)

- Company Profile or Brochure
- Proof of Previous Business Transactions with the French Company (emails, contracts, invoices)
- Travel History (previous visas and entry stamp)