



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.

TOURISM VISA

Documents Provided by Visa Plug (Travel Agency):

- Completed Schengen Visa Application Form
- Appointment Confirmation Slip
- Confirmed Hotel Reservation
- Flight Reservation (Round Trip)
- 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

- 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 Photographs

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 Sweden
- 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 Sweden
- 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)

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 stamps)

GENERAL NOTES

- All original documents must be accompanied by one photocopy at submission.
- Provide two (2) colour photocopies of your passport data pages and colour photocopies of all visas obtained within the last three (3) years.
- Do not photocopy bank statements unless they are being used jointly by a group or family application.

APPLICATION FORM

- Complete the official Schengen Visa Application Form in blue or black ink, signed by the applicant.
- Attach two (2) recent colour photographs (35 mm × 45 mm, white background, full face visible).
- Ensure all fields are accurately completed, including postal address, email, and telephone number.
- A Sworn Declaration is mandatory and must be submitted together with the visa application form.
- Applications must be submitted personally at the BLS International Services Centre.

PASSPORT REQUIREMENTS

- Passport must have at least three (3) blank pages.
- It must be valid for at least three (3) months after the intended departure from the Schengen area.
- The passport must have been issued within the last five (5) years.

MINOR APPLICANTS (UNDER 18 YEARS)

- The application form must be signed by both parents.
- Attach notarised photocopies of both parents' passports (or valid government ID with signatures if no passport).
- If the minor is travelling with one parent, submit a notarised "No Objection" affidavit from the other parent.
- For minors travelling with one parent only, an affidavit legalised by the Nigerian Ministry of Foreign Affairs and passport ID copies of both parents are compulsory

SUPPORTING DOCUMENTS

Cover Letter

- A detailed covering letter from the applicant explaining the purpose of visit and travel details.
- Must list names of all accompanying persons (family, friends, or business associates).

For Visiting Family or Friends

- Original invitation letter issued by the Policía Nacional de España (+ 1 photocopy).
- Attested copy of the host's passport and DNI or residence card.

For Tourism Purpose

- Confirmed hotel bookings for the entire duration of stay.
- Detailed travel itinerary for the entire trip.
- Original six (6) months personal bank statement, stamped and signed by the bank (online or unsigned statements are not accepted).
- Three (3) months salary slips.
- Travel insurance covering at least €30,000 for medical emergencies, repatriation, or hospitalisation, valid across the Schengen area and for 15 days beyond the return date.
- Only policies issued by Nigerian insurance companies or insurers recognised in a Schengen state are accepted.
- Flight reservation (do not purchase tickets before visa issuance).
- Must include all internal connections (e.g. Sweden–Schengen flights, train or bus bookings).

Additional Supporting Documents

- Any other documentation that supports the purpose and intent of your travel.
- Authorization form signed by the applicant in favour of BLS International Services
- permitting:
 - Submission of the application.
 - Receipt of notifications from the Embassy/Consulate.
 - Collection of the passport upon decision.
 - For minors, both parents must sign the authorization form.

FAMILY VISA APPLICATIONS

- Submit proof of family relationship with the principal applicant:
 - Marriage Certificate for spouse.
 - Birth Certificate for children.
- All documents must be in English or Spanish.
- If issued in another language, provide a certified translation to English or Spanish with the official stamp and signature of the translation institute.
- Documents in regional languages (e.g. Yoruba, Hausa, Igbo) will not be accepted without translation.
- Both originals and photocopies will be verified and returned at submission.

RESIDENCE STATUS

- Non-Nigerian applicants must present a valid Nigerian residence permit.

GENERAL REQUIREMENTS FOR ALL APPLICANTS

- Passport must be valid for at least six (6) months from the date of application.
- The Consulate does not accept passports with additional inserted pages.
- If no blank visa page remains, obtain a new passport before applying.