



Consulate General of Italy, Lagos

REQUISITE DOCUMENTS FOR GOVERNMENTAL DELEGATIONS

- Application form duly filled in block capitals. Application must be signed and dated by applicant on submitting the application. The visa application form can be downloaded from this web site.
- Two recent colour passport-size photographs (white background), size 3,5 x 4,5 cm. As to the technical specification see the relevant document.
- Passport valid for at least 3 months after the expiry date of the requested visa and containing at least 2 empty pages.
- Copy of the passport page containing holder's data and those mentioning an extension of validity.
- Copies of any previous and current visa (if applicable).

A. DOCUMENTATION RELATING TO THE PURPOSE OF THE JOURNEY

For journeys of members of official delegations who - following an official invitation addressed to the Nigerian Government by the Italian Government, Governmental Agencies or State owned organizations - are to participate in meetings, consultations, negotiations or exchange programmes, as well as in specific events held in Italy:

- a letter issued by the Nigerian Government (Ministry of Foreign Affairs) confirming that the applicant is a member of the official delegation travelling to Italy to participate in the abovementioned events, accompanied by a copy of the official invitation;
- a letter issued by the Ministry/State Government/Governmental Agency stating the applicant's professional qualification and status;

B. DOCUMENTATION RELATING TO TRIP AND ACCOMODATION

- hotel reservation
- flight booking (please note that no ticket should be purchased)
- Overseas Medical Insurance with minimum coverage of Euro 30,000 (including repatriation flight and hospital care) issued by a local insurance company (listed by the Schengen Diplomatic missions) or one based in Europe. (Holders of diplomatic passports are exempted from subscribing a medical insurance)

C. PERSONAL DOCUMENTATION PERTAINING TO THE APPLICANT'S PERSONAL FINANCIAL MEANS

- proof of financial means in the country of residence:
 - a) personal bank statement covering the last six months
- proof of employment:
 - a) letter of employment stating duration of employment and financial terms
 - b) pay-slips covering the last six months

APPLICANTS SHOULD NOTE THE FOLLOWING :

- Additional documents may be required in certain cases.
- All the documents should be provided in original and copy. Original documents (except bank statements) will be returned to applicants while copies will be kept with the visa application.
- Any **forged/fake document or passport** submitted will not be returned to the applicant who might be prosecuted in both the Italian and the Nigerian Court.