



Consulate General of Italy, Lagos

REQUISITE DOCUMENTS PARTICIPATION IN CONFERENCES, CONGRESS (INVITATION)

- 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 undertaken for political, scientific, cultural events:

- Invitation letter - written in Italian - issued by the Italian Public Agency, Institution, public or private (but reputed) Organization, describing the special event (at political or cultural-scientific level), the exact length of stay and the reasons of the invitation addressed to the applicant;

for journeys of members of official delegations who, following an official invitation addressed to the Nigerian government, participate in meetings, consultations, negotiations or exchange programmes, as well as in events held in Italy by intergovernmental organisations:

- a letter issued by the concerned Nigerian authorities confirming that the applicant is a member of the official delegation travelling to Italy to participate in the above mentioned events, accompanied by a copy of the official invitation;
- flight booking (Please note that no ticket should be purchased);
- hotel booking;
- Letter from the applicant's employer stating: a) Professional status of applicant; b) official nomination to participate in the event;
- 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.

B. 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
 - b) documentation pertaining to financial investments
 - c) certificate of payment of tax on personal income
- proof of employment:
 - a) letter of employment stating duration of employment and financial terms
 - b) pay-slips covering the last six months (if applicable)
- proof of real estate property (if applicable);
- proof of integration into the country: documents attesting the applicant's professional status

C. DOCUMENTATION IN RELATION TO THE APPLICANT'S FAMILY SITUATION

- marriage certificate (if applicable)

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.