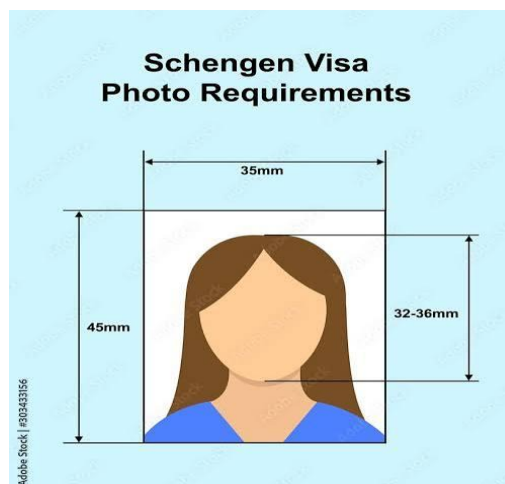


For Business/Conference up to 90 days, applying in Nigeria

The Business / Meeting / Training/ Conference Visa for the Schengen Territory allows you to stay and travel within the Schengen Territory a maximum of 90 days per year. You may enter the Schengen territory as a visitor or for business consultations, but you are not allowed to work. Applicants are advised to submit their complete files at least 3 working weeks before the intended date of departure, even though you can submit your visa application up to 3 months prior to your date of travel.

Required Documents (All Applicants)

1. Completed and signed Schengen visa application form (blue or black ink, or type-filled)
2. **Valid Nigerian passport:** minimum 6 months validity beyond intended stay, at least 2 blank visa pages, issued within the last 10 years
3. **2 recent passport-size photographs:** The photographs must have been taken within the last six months and must measure 3.5 cm x 4.5 cm with the head centered in the frame. The head must measure around 3 cm from the top of the hair to the chin. Photographs must be in color and have a white background. Photographs with a different background will not be accepted. Photographs depicting a person wearing a traditional facemask or veil that does not permit adequate identification are not acceptable. Sample photograph:



4. 2 colored photocopies of the passport data page
5. Colored photocopies of all Schengen visas obtained within the last 3 years
6. **Foreign Passport Holders Residing in Nigeria or Benin:** All applicants presenting a foreign passport and currently residing in Nigeria or Benin must provide a valid residence permit for the respective country.
7. **Travel medical insurance:** Minimum €30,000 coverage valid across the Schengen area for the full trip (Nigerian insurance companies preferred)
8. **Round-trip flight reservation:** (booking only. Do not purchase tickets before the visa is approved) and travel itinerary
9. **Proof of accommodation:** Hotel reservations for every night of the stay.
10. Introduction letter explaining the purpose and itinerary of the trip
11. Business Invitation letter from Host Company in Spain.
12. Documents proofing that the Conference/Congress/Trade Fair fees have been paid: enrolment receipt, money transfer receipt, certificate of the organizer, etc.
13. **Proof of Income:**
 - a. **If employed;** Employment letter, 3 Months' Pay slip, Introduction Letter from company, leave letter.
 - b. **If a business/company owner;** Business/Company Registration (CAC), Tax clearance certificate, Introduction letter from the business or company.
14. Proof of financial means: Original bank statement for the last 3 months (do not photocopy unless shared by a group using the same statement) **BANK STATEMENT MUST BE SIGNED AND STAMPED AT THE BANK.**
Electronically signed and stamped bank statements are no longer acceptable.

Documents Related to Business or Company in Nigeria you are representing:

- Company documents — Certificate of Incorporation/Registration, Memorandum & Articles of Association, Tax Clearance Certificate
- Company bank statements for the last 3 months