



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 the applicant on submitting the application. The visa application form can be downloaded from the web site [www.italy-ng.com](http://www.italy-ng.com)
- Two recent colour passport-size photographs (white background), size 35 x 45 mm. As to the technical specification see the relevant document. 1 photograph should be glued to the visa application and the second one, bearing on the reverse side the applicant's full name, should be attached to the application with a paper clip
- Passport valid for 6 months from the date of visa application containing at least **3 Consecutive** pages. Only biometric passports are accepted.
- Colour photocopy(2 copies) of the passport page containing holder's bio-data
- A sheet containing the applicant's bio-data, phone number and active e-mail address. This information must be typed and signed by the applicant
- Non-Nigerian nationals living in Nigeria have to submit copy of the Nigerian Residence Permit
- Colour photocopy of any previous and current visa including the landing stamps (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 (COMPULSORY)**
  - 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 will be returned to applicants while copies will be kept with the visa application. No photocopy will be accepted, except the photocopy of the identity card or passport of the inviting party residing in Italy;
- In case of submission of **forged/counterfeit/fake document or passport**, applicant's passport and all the submitted documents will be forwarded to the Nigerian Police for investigations and applicant will be prosecuted in the Italian Court.
- Submission of any **fake or counterfeit documents** will result in a visa denial.