



## REQUISITE DOCUMENTS FOR GOVERNMENTAL DELEGATIONS

- 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 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 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 (COMPULSORY)
- 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.