



## Information regarding Visa Applications

### Appointment system

**PLEASE NOTE: All Applicants must appear at the Embassy in order to register their biometric data.**

All documents have to be presented, both original and photocopies. The visa application must be signed personally by the applicant.

Applicants need an appointment in order to deposit their visa application and are free to apply up to 6 months prior to their date of travel. It is highly recommended to apply at least 8 weeks prior to the departure date. The procedure for the visa takes 15 days.

#### **Getting an appointment:**

1. Please send an e-mail to the following address: [abuja.visa@eda.admin.ch](mailto:abuja.visa@eda.admin.ch)
2. The following information is required from you:
  - **Nature of travel (i.e. business, visit, tourism, etc.).** If you will attend a conference or an international event, please inform the Embassy of the type, date and name of the event.
  - **Family name;**
  - **Given name;**
  - **Telephone number;**
  - **Passport number;**
  - **E-Mail address and**
  - **Planned arrival date in Switzerland.**
3. An appointment will be fixed from Monday to Thursday from 08:30am.

#### **On your appointment day and time:**

- Please be at least 10 min in advance. Show your passport to the doorman in order for him to verify that your name is on the list.
- Please allow for some extra time, as there can be delays.
- Make sure to have the form ready, fully completed and duly signed, with all the necessary documents, photocopies and photos, in accordance with our visa rules. If your application is incomplete, you may need a new appointment.

#### **Passport collection:**

- The visa procedure takes 15 days from the date on which your application is accepted as complete and which appears on the receipt ticket given to you. You will need this receipt to get your passport back.
- The collection of passports is possible Monday to Thursday between 14:00 and 14:30 and on Friday between 10:30 and 11:00 – no appointment needed.