



## VISA APPOINTMENT

### Visa application procedure

- Applicants need an appointment in order to submit their visa application.
- They 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 visa application examination procedure takes 15 days and cannot be shortened.

### How to book an appointment

1. Please send an e-mail to the following address: [abuja.visa@eda.admin.ch](mailto:abuja.visa@eda.admin.ch) containing the following information:
  - 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.
2. Depending on our availability and your planned departure date, you will receive an appointment date by email.

### On your appointment day and time

- Please be at least 10 min in advance. Show your passport to the security guard in order for him to verify that your name is on the list.
- Please allow for some extra time, as there may 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's collection

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