

Visas

The Immigration Office which handles visa applications is open to the public between 10.00a.m. and 1.00pm. Mondays – Fridays except on public holidays.

All visa applications will be processed within three working days if the requirements are met and money orders for exact fees attached. Forms that are not fully completed, signed and dated or with incomplete requirements and supporting documents, will not be accepted.

Requirements

General: (Please read New Visa Fees for details)

Non-refundable fees are charged on the basis of reciprocity. See schedule of Visa Fees.

Evidence of sufficient fund for the duration of the visit or proof of other satisfactory arrangements for your support while in Nigeria.

The Visa Officer may request other information from the applicants if deemed necessary.

Applicants may be request to come or may be invited for an interview as and when necessary.

Types of Visa

Visitor, tourist, and transit visas.
Business/education religious visas
Temporary work permit (TWP)
Subject to regularization (STR)

(1) Visitor, Tourist and Transit Visa

- i) Valid passport (at least 6 months validity)
- ii) One recent passport size photograph.
- iii) A copy of round-trip air ticket or Airline Itinerary
- iv) Letter of invitation accepting immigration responsibility or evidence of financial support while in Nigeria from individual Nigerians or Nigerian organizations.

- v) Applicants for transit visas must submit copies of their onward air tickets and visas to their final destinations.
- vi) Tourist must submit copies of their certified hotel reservation or booking printout.

(ii) Visas for Minors

- i) Birth certificate reflecting names of both parents.
- ii) Copies of the data page of both parents passport.
- iii) Letter of consent signed and notarized by both parents.
- iv) Two passport front-faced pictures of the children.
- v) Resident aliens inviting friends must submit copies of their resident permits and the first three pages including data page of their passports.
- vi) Aliens married to Nigerians or invited by Nigerians must submit copies of their hosts' or spouses passports and letters accepting responsibility.
- vii) Appropriate fee in US money order.
- viii) Duly completed application form.

(iii) Business/Education/Religious Visas

- i) Valid passport (at least 6 months validity)
- ii) One recent passport photograph
- iii) A copy of round-trip air tickets
- iv) If going for business, letters of invitation from companies or business organizations stating the reason for visit must be submitted.
- v) If going for religious purposes, approval from the Federal Ministry of Internal Affairs, Abuja, Nigeria must be submitted.
- vi) If going for educational visit a letter of invitation from the Host University or school stating its purpose must be submitted.
- vii) If a student, you must submit a copy of your identification card, with an accompanying letter from your institution.
- viii) Appropriate fee in US money order
- ix) Duly completed application form.

Application for Religious Visa takes five business days

(iv) Temporary work permit (TWP)

- i) A valid passport (at least 6 months valid)
- ii) One recent passport size photograph
- iii) Approval from Nigeria/Immigration Service for temporary work permit(copy)
- iv) Appropriate fee in US money order

- v) Duly completed application form.

Letter from company in Nigeria requesting (TWP)

Subject to regularization (STR)

- i) A valid passport (at least 6 months validity)
- ii) Completed application forms in quadruplicate (i.e. 4 copies)
- iii) Four recent full face passport size photographs.
- iv) Four certified copies of expatriate quota approval from Nigeria or approval from Nigeria for STR
- v) Four certified copies of all credentials and certificates
- vi) Four copies - Letter of offer of employment
- vii) Four copies - Letter of acceptance of employment offer
- viii) Appropriate fee in US money order.
- ix) Four copies of Up-to-date Resume/CV
- x) Police clearance report.

Application for STR visa takes 5 business days.

NEW VISA FEES FOR U.S PASSPORT HOLDERS

- i) IMMIGRANT VISA (STR)
EMPLOYMENT VISA \$355.00
- ii) TEMPORARY WORK PERMIT \$355.00

Returned Pre-paid US Post Office Express mail with tracking number for those mailing in their documents. NO EXCEPTIONS.

Requirements for Authentication of **Certification of Free Sale**

- i) 'Certificate' must be issued by the US FDA or relevant Department of Health or Agriculture.
- ii) "Certificate must carry the seal of the relevant issuing office.
- iii) 'Certificate' must state categorically that "the product is safe for use or consumption and **is freely sold** in the United States".
- iv) Money order for \$60.00 per certificate - ***please note that this is under review.**
- v) Certificate of Product Analysis.

