

## **APPLICATION PROCEDURE FOR TEMPORARY WORK PERMIT (TWP)**

### **Eligibility**

Experts invited by Corporate Bodies to provide specialized skilled services, such as after sales Installation/ Commissioning/ Upgrading/ Maintenance/Repairs of equipment and machinery, Training /capacity building for Nigerian staff, Audit of machinery/ equipment and financial records

### **Requirements for Temporary Work Permit**

- Visa approval Letter (pre-approved visa letter) valid for 90 days from the date of issuance
- Passport with 6 months validity and at least 2 blank pages for visa endorsement
- 2 passport sized photographs (35/40mm) on a white background taken within the last 6 months.
- Duly completed Visa Form IMM22
- Evidence of payment of Visa fee

### **Validity**

90 Days

*NB: Applicant(s) can be invited for interview*

### **How to Apply**

#### **Step 1:**

1. Corporate Body in Nigeria files a formal request to the CGI on your behalf stating the following:
  - Name of visitor
  - Passport number
  - Nationality
  - Purpose and duration of visit
  - Mission where Visa is to be issued
  - Acceptance of Immigration Responsibility
2. The application shall be attached with the following documents in support of the application:
  - Company profile\*
  - Certificate of Incorporation\*
  - CAC 2 & 7\*
  - Copy of Data page of the Expatriate's Passport
  - Evidence of existing contract or purchase / importation of machinery or equipment
  - Any other relevant document

**NB:** In the case of TWP, approval will be forwarded to the Mission receiving the application.

\*These requirements are for first time applications only.

**Step 2:**

Pay online **here** and print payment receipt.

**NB:** Successful online payment is NOT AN APPROVAL for TWP

**Step 3:**

Affix 2 passport sized photographs to completed Visa Form IMM22, along with the other requirements and submit through any of the following:

## **APPLICATION PROCEDURE FOR TOURIST VISA**

### **Eligibility**

Tourist Visa is available to citizens of all countries except ECOWAS Nationals who do not require visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements.

### **Categories:**

1. Foreign Travellers who wish to visit Nigeria for the purpose of Tourism.
2. Foreign Travellers who wish to visit family and friends.

### **Requirements**

#### **• For the purpose of Tourism.**

1. Passport valid for at least 6 months with at least 2 blank visa pages for endorsement.
2. Valid return ticket.
3. Evidence of sufficient funds.
4. Evidence of Hotel Reservation.

#### **• To visit family and friends.**

1. Passport valid for at least 6 months with at least 2 blank visa pages for endorsement.
2. Valid return ticket.
3. Evidence of sufficient funds
4. Address of host in Nigeria or Evidence of hotel reservation.
5. Invitation letter from host in Nigeria.

### **Validity**

Valid for 90 days

*Caution: Note that this Visa is not valid for employment.*

## **APPLICATION PROCEDURE FOR BUSINESS VISA**

*Obtainable at Nigerian Missions, except for special cases where **Visa is issued on Arrival** in Nigeria (See **VoA**)*

Business Visa is available to citizens of all countries except ECOWAS Nationals who do not require visa to visit Nigeria and other countries which Nigeria has entered into visa abolition agreements.

### **Eligibility**

Foreign Travelers who wish to visit Nigeria for the purpose of Meeting, Conference, Seminar, Contract Negotiation, Marketing, Sales, Purchase distribution of Nigerian Goods, Trade Fairs, Job Interviews, Training of Nigerians (Humanitarian Services), Emergency/Relief work, Crew members, Staff of NGOs, Staff of INGOs, Researchers, Musical Concerts.

### **Requirements**

- Passport valid for at least 6 months with at least 2 blank visa pages for endorsement.
- Two (2) recent passport sized (35/40mm) photograph.
- Return ticket.
- Evidence of sufficient funds.
- ~~Evidence of Hotel Reservation~~/host address in Nigeria.

*Letter of invitation*  
*Copy of Cert of Cooperation*

### **Validity**

Validity of stay is 90 days (not extendable)

*Caution: Note that this Visa is not valid for employment.*



## **APPLICATION PROCEDURE FOR STR VISA**

### **Eligibility**

1. Expatriate employees of Companies and their dependants
2. Expatriate Technical officials of Missions
3. Foreign Students
4. Missionaries / Clerics and their dependants
5. Research Fellows
6. Expatriate Staff of Non-Governmental Organisations (NGOs) and their dependants
7. Expatriate Staff of International Non-Governmental Organisations (INGOs) and their dependants
8. Government Officials (GOs) and their dependants
9. Expatriates employed by companies operating in Free Zones and their dependants

### **Requirements For Principal**

- Formal application for STR Visa from the Employer / Institution accepting Immigration Responsibility
- Valid Passport with a minimum of 6 months' validity and at least 2 blank pages for visa endorsement
- 4 passport sized photographs (35/40mm) taken within the last 6 months on white background
- Duly completed Visa Form IMM22
- Expatriate Quota Approval \*
- Evidence of financial support
- Letters of Offer of Appointment and Acceptance of Offer
- Educational qualifications and Curriculum Vitae
- Extract of Board Resolution\*\*

*Note:*

- *Persons exempted from Quota: Expatriates of companies operating in the Free Zones, Foreign Students, Expatriate Technical Officials of Missions, Expatriates of International Non-Governmental Organizations (INGO) and Government Officials*
- *\*\* Applicable to CEOs, MDs and GMs of Companies*
- *Important: Application for STR Visa should be made at Country of Residence*

### **Requirements For Dependents**

- Evidence of Regularization of Principal\*
- Marriage Certificate of Spouse
- Birth certificate for children confirming nexus