**Staff of NGO Visa – F7M**

ALL APPLICATIONS TO BE SUBMITTED TO OIS SERVICES IN ANKARA.

APPLICATIONS SUBMITTED AFTER 11.30 PM FOR EXPRESS AND APPLICATIONS SUBMITTED AFTER 14.30 FOR REGULAR WILL BE TREATED AS NEXT DAY APPLICATIONS.

ALL DOCUMENTS INCLUDING OIS APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR APPLICATION WILL NOT BE ACCEPTED.

NON-TURKISH CITIZENS MUST HAVE A TURKISH RESIDENCE PERMIT.

EVERY DOCUMENT MUST BE PROVIDED WITH 2 COPIES.

1. Passport/Travel Document a minimum of 6 months validity.

Must have three blank facing pages

If non-Turkish passport holder please see below for additional notes.

2. Copy of the first page of the Passport.

3. Two Recent Passport sized photographs with white background.

4. Complete application form online at https://visa.immigration.gov.ng/

Once completed this must be printed out, signed and dated by applicant.

5. Payment and acknowledgement slips available once online payment is complete – Printed from https://portal.immigration.gov.ng/visa/OnlineQueryStatus

6. A letter of invitation from by NGO in Nigeria. This must be addressed to the Nigerian Embassy in Ankara. It must state the address where the applicant will be staying and must be signed and dated by the inviter accepting full immigration responsibility. The signature must match that of the inviters Passport.

7. Copy of the inviters Valid Nigerian, showing the data/signature page with the inviters’ signature.

If the inviter is non Nigerian a copy of the inviters valid Nigerian residency permit must be submitted.

8. Evidence of the air ticket and returned ticket.

9. Evidence of sufficient funds without recourse to public funds.

10. Evidence of hotel reservation/ host address in Nigeria.

IMPORTANT INFORMATION

PROCESSING TIME;

10 working days minimum

DOCUMENTS NOT IN ENGLISH MUST BE SUBMITTED WITH A CERTIFIED TRANSLATED COPY

ALL LETTERS MUST BE SIGNED AND DATED

NON-TURKISH PASSPORT HOLDER – MUST PROVIDE LEGAL RESIDENCE (Resident Visa/Permit).

Must provide copy of Airline ticket or Flight Itinerary

PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE VISIT OUR WEBSITE OISSERVICES.COM