**Employment Visa (Expatriate) – R2A**

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.

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.

Copy of the first page of the Passport. (2 copies)

Two Recent Passport sized photographs with white background.

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

Once completed this must be printed out, signed and dated by applicant. (2 Copies)

Payment and acknowledgement slips available once online payment is complete – Printed from https://visa.immigration.gov.ng/ (2 Copies)

A letter of invitation from Nigeria. This must be addressed to the Nigerian Embassy Ankara. It must be on letter headed paper stating the address of the company, the reason for the visit and must be signed and dated by the inviter. (2 Copies)

Copy of passport or National Identity Card of the signatory who signed the invitation letter. (2 Copies)

Certificate of Incorporation of the Nigerian Company. (2 Copies)

Income Tax Clearance Certificate of the Nigerian Company, for the last 3 years (2 Copies)

Application Letter from the company you are working with. (2 Copies)

Registration Documents of Turkish Company. (2 Copies)

Educational qualifications and Curriculum Vitae

An approved cable gram from the Immigration Headquarter in Abuja with applicant’s name a cable gram can only be used once and must be used within 3 months from the date it was issued. (2 Copies)

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