**F7L - Staff of INGO Visa**

**Eligibility**

 Staff of INGOs

**APPLICANTS FOR VISA/S ARE TO SUBMIT THEIR APPLICATION IN PERSON AS YOU`RE NOW REQUIRED TO CAPTURE YOUR BIOMETRICS AS PART OF THE VISA REQUIREMENTS**

**APPLICATIONS SUBMITTED AFTER 12.30 PM WILL BE TREATED AS NEXT DAY APPLICATIONS**

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

**Tick when  
 Completed**

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| --- | --- | --- |
| 1 | OIS Appointment booking for each applicant, please do not book more than 30 days before your travel date at [http://apt.oisservices.com](http://apt.oisservices.com/) |  |
| 2 | Passport/Travel Document a minimum of 6 months validity and with two blank facing pages If non-EU passport holders please see IMPORTANT INFORMATION below. |  |
| 3 | Four recent passport sized photographs, taken no more than 2 weeks before submission, with applicants full name written on the back |  |
| 4 | Completed application form filled in and paid for online at <https://portal.immigration.gov.ng/visa/freshVisa>. Once completed this must be printed out, in portrait, signed and dated by applicant.(5 Copies) |  |
| 5 | Payment and acknowledgement slips, available once online payment has been complete – Printed from from <https://portal.immigration.gov.ng/visa/OnlineQueryStatus> (5 copies)  PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT. Online payment amount varies; please check the following for the price list; [portal.immigration.gov.ng/pages/visaguidelines](http://portal.immigration.gov.ng/pages/visaguidelines). |  |
| 6 | Passport valid for at least 6 months with at least 2 blank visa pages for endorsement |  |
| 7 | MoU between Government of Nigeria and the INGO |  |
| 8 | Letter of invitation by INGO in Nigeria |  |
| 9 | Evidence of hotel reservation/host address in Nigeria |  |
| 10 | Evidence of suﬃcient funds |  |
| 11 | Return Flight ticket |  |

**MUST READ IMPORTANT INFORMATION**

* **Processing Time**

Regular Service - 5 working days minimum

* **Fee Breakdown**

             1.  Online fee- Online payment amount varies; please check the following for the price list: portal.immigration.gov.ng/pages/visa guidelines.

             2.  OIS Fees of 50€

* Applicants for visa/s are to submit their application in person as you are nowrequired to capture biometrics as a part of the visa requirements.

* Applications submitted after 12.30pm will be treated as next day application.

* All documents including the OIS Appointment Booking Slip must be provided otherwise your application will not be accepted.

* Documents NOT in English Must be submitted with a certified translated copy

* Evidence of flight ticket

* All letters must be typed formal letters, printed in portrait, addressed to The Nigerian Ambassador, attention Immigration desk   Nigeria Embassy Paris, signed and dated.

* If self-employed, you must provide a typed letter stating the purpose of the trip to Nigeria. You must also provide a copy of your most recent bank statement reflecting evidence of sufficient fund; minimum of 500€ credit balance.

* **EU Nationals-**A recent utility bill; Electricity bills (example; EDF) or signed house tenancy/mortgage statement, please bring the original and a copy – This does not apply to French passport holders.

* **Non-EU Nationals -**French Residency card or visa on passport must be valid for a minimum of 6 months at time of submission, please bring the original and a copy

Please check our opening hours to avoid delays and for any additional information please call us on +33183927781, email us at [infoparis@oisservices.com](mailto:infoparis@oisservics.com) or visit our website oisservices.com