**R9A - Interns Visa**

**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**

**Please read this checklist and Important Information in full before you start  
completing the application form**

**Tick when  
Completed**

|  |  |  |
| --- | --- | --- |
| 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 | The Expatriate Quota, both original and certified copy, with a minimum of 6 months validity and with the position matching that in the offer, acceptance and Contract. (5 Copies) |  |
| 7 | A **Typed Letter of request** from the company addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy Paris, requesting the STR Visa for the applicant, this must contain the applicant’s full name. (5 Copies) |  |
| 8 | A full copy of the **contract** signed and dated by both parties, this must contain the position offered matching that stated on the Expatriate Quota (5 Copies) |  |
| 9 | An **offer of Intern/employment** from the company, this must contain the position offered matching that stated on the Expatriate Quota (5 Copies) |  |
| 10 | A Typed letter of **acceptance** from the applicant stating they accept the position, this must contain the position offered matching that stated on the Expatriate Quota. (5 Copies) |  |
| 11 | A full copy of the applicants most recent CV (5 Copies) |  |
| 12 | Original qualifications, matching those mentioned on the CV |  |
| 13 | Copies of original qualifications certified by the Ministry of Foreign Affairs (5 Copies) |  |
| 14 | 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