  
**R6A– EMPLOYMENT VISA CLERIC**

**ORIGINAL PASSPORT:**

Passport/Travel Document with a minimum of 6 months validity. Must have two blank facing pages If non-Indian passport holder please see the below IMPORTANT INFORMATION section.

**PASSPORT DATA PAGE:**

Copy of Passport Data-Page

**ONLINE VISA APPLICATION FORM:**

Complete the visa application form online at [visa.immigration.gov.ng](https://visa.immigration.gov.ng/)

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

A copy of the Acknowledgment slip must be – Printed from <https://portal.immigration.gov.ng/>

**PASSPORT DATA PAGE:**

Copy of Passport Data-Page

**INVITATION LETTER:**

A letter of invitation from the company in Nigeria. This must be addressed to the Nigerian embassy in Beirut, Lebanon. It must be on letter headed paper stating the address of the company, The reason for the visit must be stated and accepting full immigration and financial responsibility on behalf of the student for the duration of his/her stay.

**EXPATRIATE QUOTA:**

**Expatriate quota from the relevant government agency in Nigeria.**

**MUST READ IMPORTANT INFORMATION:**

* Processing Time:- Minimum of **10 working days**.
* Applicants for visa/s are to submit their application in person as you are now required to **capture biometrics** as a part of the visa requirements.
* All documents including the **OIS Appointment Booking Slip** must be provided or your application will not be accepted.
* **Documents** NOT in English must be submitted with a certified translated copy.
* All Documents and letters must be formal. They should be typed, printed in portrait, addressed to the **Nigerian Embassy in Beirut, Lebanon**, signed and dated.
* Please not that once applications have been submitted or mailed to the embassy, visas and processing fees are not refundable; notwithstanding if visas are granted or not.
* Please note that application processing fees are not refundable once submitted for processing.
* **Non-Lebanese** passport holders must submit a copy of proof of legal residency (photocopy of green card, resident visa, work permit or necessary visa page).

**Please check our opening hours to avoid delays and for any additional information please email us** @[infobeirut@oisservices.com](mailto:infobeirut@oisservices.com)