  
**F7L – STAFF OF INGO VISA**

**ELIGIBILITY: This Visa is issued to staff of International Non-Government Organisation for the purpose of INGO activities.**

**REQUIREMENTS:**

**1. 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.

**2. PASSPORT PHOTO:**

Two recent passport-sized photographs, taken no more than **1 Month**before submission, with the applicant's full name written on the back. (**Photographs older than 1 month are not acceptable)**

**3. 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/>

**4. PASSPORT DATA PAGE:**Copy of Passport Data-Page

**5. MEMORANDUM OF UNDERSTANDING:**

Provide the MOU between the government of Nigeria and the INGO.

**6. INVITATION LETTER:**

A letter of invitation from the INGO 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 INGO, 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.

**7. FLIGHT RETURN TICKETS:**

A copy of your flight return tickets.

**8. ACCOMMODATION:**

Evidence of accommodation in Nigeria, copies of the confirmed hotel, guest house, or motel booking with the name of the applicants showing.

**9. BANK STATEMENT:**

A copy of the bank statement, showing the name and address of the Applicant/Company. The bank statement must be a minimum of $1000 in credit, overdrafts are not included. This can be no more than 3 months old at the time of submission.

**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)