

**R3A – EMPLOYMENT VISA – EXPATRIATE (FREE ZONE)**

**ELIGIBILITY: Expatriates wishing to work within Free Zones in Nigeria.**

**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… (4 copies).

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.FREE ZONE AUTHORITY LETER:**

Letter from the free zone authority in Nigeria.

**6.INVITATION LETTER:**

A letter of invitation from the Host 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 applicant duration of his/her stay.

**7.VALID INVITOR ID PROOF:**

Photocopy of the inviter’s international passport data page.

**8.OFFER LETTER:**

Copies of the offer of appointment…(4 copies).

**9.ACCEPTANCE LETTER:**

Copies of the Letter of Acceptance…..(4 copies).

**10.EMPLOYMENT CONTRACT:**

Copies of Full employment contract signed and dated by both parties….(4 copies).

**11.MONTHLY QUOTA:**

Copy of current monthly quota utilization returns as endorsed by the Nigerian Immigration Services….(4 copies).

**12.CERTIFICATE OF INCORPORATION:**

Certificate of Incorporation of the Host Company in Nigeria.

**13.EXPATRIATE QUOTA:**

Copy of the expatriate quota Utilization….(4 copies).

**14.C.V:**

C.V. of the applicant…(4 copies).

**15.ORIGINAL:**

Attested Original Qualification degrees.

**16.COPIES OF CERTIFICATE:**

Photocopy of the Attested Qualification degrees….(4 copies).

**17.CERPAC:**

A copy of the CERPAC CARD of the inviter if NON-NIGERIAN.

**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)