**F7A - Journalist Visa**

 Note that before the visa is issued the Nigeria High Commission has to get clearance from the Federal Ministry of Information and Communications and it can take anything from one week up to one month.

**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 APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR APPLICATION WILL NOT BE ACCEPTED**

**Tick when  
Completed**

|  |  |  |
| --- | --- | --- |
| 1 | OIS Appointment booking for each applicant, please do not book more than 30 days before your travel date at [http://app.oisservices.com](http://app.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.   Passport/Travel Document will be held by the mission until a decision has been made |  |
| 3 | Two recent UK 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 online at <https://portal.immigration.gov.ng/visa/freshVisa>.Once completed this must be printed out, in portrait, signed and dated by applicant. |  |
| 5 | Payment and acknowledgement slips, available once online payment has been complete – Printed from <https://portal.immigration.gov.ng/visa/OnlineQueryStatus> (4 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. |  |
| 6 | A formal typed letter of invitation from Nigeria, from your Nigerian contacts, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy Paris, this must be on letter headed paper including the full address of the company. It must state that the inviter takes full immigration responsibilities and the reason for the visit. This must be signed and dated by the inviter. |  |
| 7 | A formal **typed** Itinerary, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy Paris, listing any equipment you are taking with you to Nigeria, and detailing the schedule you are keeping during the duration of your stay. |  |

**MUST READ IMPORTANT INFORMATION**

* **Processing Time**

Regular Service - 3 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€

* 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