**Transit Visa- F3B SINGLE ENTRY**

**ALL APPLICATIONS TO BE SUBMITTED TO OIS SERVICES IN ROME.**

**APPLICATIONS SUBMITTED AFTER 12.45 WILL BE TREATED AS NEXT DAY APPLICATIONS.**

**ALL DOCUMENTS INCLUDING OIS APPOINTMENT BOOKING SLIP MUST BE PROVIDED OR YOUR APPLICATION WILL NOT BE ACCEPTED.**

**Tick when**

**Completed**

1. OIS Appointment booking for each applicant applying, please do not book appointment if your travel date it more than 20 days at <https://apt.oisservices.com/>
2. All applicants must attend their appointments in order to capture their biometrics and must be on time according to their appointments
3. Passport/Travel Document a minimum of 6 months validity.

Must have two blank facing pages

If non-Italian passport holder please see below for additional notes.

1. Two Recent Passport sized photographs with white background.
2. Complete application form online at <https://visa.immigration.gov.ng/>and completed Form IMM/22A from <http://www.nigerianrome.org/images/forms/IMM22A.pdf>

Once completed these musts be printed out, signed and dated by applicant.

1. Payment and acknowledgement slip available once online payment is complete – Printed from

<https://portal.immigration.gov.ng/visa/OnlineQueryStatus>

PLEASE IGNORE THE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT.

1. A copy of the applicant’s personal bank statement, as evidence of sufficient funds, showing their name and address. **(This must reflect at time of submission)**
2. Service charge fee € 50 to be paid on submission of application.

**IMPORTANT INFORMATION**

* **DOCUMENTS NOT IN ENGLISH MUST BE SUBMITTED WITH A CERTIFIED TRANSLATED COPY.**
* **ALL LETTERS MUST BE TYPED, SIGNED AND DATED.**
* **NON-ITALIAN PASSPORT HOLDER – MUST PROVIDE LEGAL RESIDENCE (Resident Visa/Permit).**
* **MUST PROVIDE ANY OTHER RELEVANT DOCUMENTS THAT WILL ASSIST THE APPLICANT.**
* **ALTOGETHER THERE ARE TWO PAYMENTS TO BE MADE:**

**- ONLINE VISA FEE,**

**- SERVICE CHARGE FEE.**

* **ONLY APPLICANT APPLYING FOR VISA ARE ALLOWED INSIDE THE OFFICE.**
* **ALL APPLICANTS MUST RESPECT THE SOCIAL DISTANCE INSIDE THE OFFICE, AND MUST WEAR FACE MASKS, INCLUDING TEMPERATURE CHECK BEFORE ENTERING THE OFFICE**
* **APPLICANTS APPLICATION WILL NOT BE PROCESSED IF THEY DO NOT MEET UP WITH THE VISA REQIUERMENTS GIVEN IN THE VISA CHECKLIST.**

**PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE VISIT OUR WEBSITE WWW.OISSERVICES.COM**