**Business –Single Entry Visa-F4A 单次商务签证**

**F4A:** Business-single Entry Visa is for those who wish to visit Nigeria for business meeting, conference, seminar, contract negotiation, marketing, sales, procurement of Nigeria goods/services, trade fairs and job interview.

商务单次入境签证适用于希望赴尼日利亚参加商务会议、展会、研讨会、合同谈判、营销、销售、尼日利亚商品/服务采购、交易会和面试的人。

**Eligibility资格：**

Foreign Travellers who wish to visit Nigeria for the purpose of attending meeting, conference, seminar, contract negotiation, sales, procurement of Nigerian goods/services, Trade Fairs, job interviews.

希望访问尼日利亚以参加会议、展会、研讨会、合同谈判、销售、尼日利亚商品/服务采购、贸易博览会和面试的外国游客。

**Requirements材料清单:**

* **Application Letter 邀请函**

An Original invitation letter from Nigeria. This must be addressed to the Nigeria Consulate Shanghai. It must be on letter headed paper signed the full name and dated by a senior member of staff at the company. The statement“accepting full immigration responsibilities” must be included. Applicant's name and passport number must be stated.

来自尼日利亚的邀请函原件, 致尼日利亚驻上海领馆。邀请函需要用相应机构或公司的抬头纸出具，注有邀请人全名和日期并签名，申请者的姓名和护照号码，必须注明邀请者或邀请公司“接受申请者的全部移民责任”。

* **Certificate of incorporation/ Business Permit公司营业执照/经营许可证**

Certificate of incorporation or Business Permit of the inviting company in Nigeria

尼日利亚邀请公司营业执照或经营许可证

* **Inviter’s passport copy邀请人护照复印件**

Photocopy of Inviter's International Passport Data page (6 months validity) or CERPAC card (3months validity) (if inviter is non-Nigerian)

邀请人护照复印件至少6个月有效期（如果邀请人不是尼日利亚籍，还需提供尼日利亚绿卡，至少3个月有效期）

* **Original Passport 护照**

Passport valid for at least 6 months with at least 2 blank passport pages for endorsement

Non-Chinese passport holder must provide Resident Permit with a minimum of 3 months validity.

护照有效期至少为6个月，并有至少2张空白护照页供签注。非中国护照持有人须 提供有效期至少为3个月的居留许可

* **Passport Copy护照复印件**

Copy of Valid National Passport (minimum period of validity 6 months)

有效的护照复印件（出发时至少剩余6个月的有效期）

* **Evidence of sufficient fund 资金证明**

Original evidence of sufficient fund of applicant, with bank's stamp

申请者本人近3个月的银行对账单原件，加盖银行公章，必须提交拥有足够资金的证明

* **Approval Letter/Dispatching Letter 派遣函**

Original letter from employer in China, signed, dated and stamped on the letter headed paper stating the current immigration and employment status of the applicant. The employer must also clearly state that he is aware of the employee trip to Nigeria. It must be addressed to the Nigeria Consulate Shanghai.

来自申请人在中国的雇主的派遣函原件，注有署名和日期，信纸抬头为相应公司,并盖有公司公章，致予尼日利亚驻上海领事馆，表明申请人目前的移民和就业情况。雇主还应表明自己清楚知悉该员工前往尼日利亚的行程。

* **Consulate Admin Fee领馆行政费**
* **Passport Photo 近照**

Two (2) recent passport sized (35x40mm) photographs

两寸白底近照2张

* **Online Payment 网上付款单**

A copy of the Acknowledgment slip must be Printed from [**https://portal.immigration.gov.ng/**](https://portal.immigration.gov.ng/)

请在<https://portal.immigration.gov.ng/>打印付款凭证

* **Application form 网上申请表格**

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.

请在visa.immigration.gov.ng网站上填写签证申请表格，完成后打印出来，申请人签名并注明日期。

* **Return Ticket 往返机票预订单**
* **Evidence of Hotel Reservation/host address in Nigeria尼日利亚酒店预订单/住宿地址**