**Logo

Description automatically generatedTransit Visa – F3B**

Apply for a transit visa – F3B if you are a passenger with onward ticket to the next destination and wish to enter Nigeria before proceeding on the onward journey. Permitted to enter Nigeria for 1 – 7 days maximum.

**Tick when Completed**

|  |  |  |
| --- | --- | --- |
| 1 | **APPOINTMENT:** OIS Appointment booking for each applicant, please do not book more than 30 days before travel. Book your appointment at  [https://apt.oisservices.com/.](https://apt.oisservices.com/) |  |
| 2 | **TRAVEL DOCUMENTS:**  Passport/Travel Document a minimum of **6 months validity** at the time of travelling to and from Nigeria with two blank facing pages.  The mission will hold passport/Travel Documents until a decision has been made.  If non-Dutch/Netherlands passport holders, please see IMPORTANT INFORMATION below. |  |
| 3 | **PASSPORT SIZE PHOTOS:** **Two recent standard passport-sized photographs,** taken no more than 2 weeks before submission, with the applicants full name written on the back. |  |
| 4 | **ONLINE APPLICATION FORM:** **Completed application form** filled and paid for online at<https://visa.immigration.gov.ng/>[.](https://portal.immigration.gov.ng/visa/freshVisa)  Once completed this must be printed out, in portrait, signed, and dated by applicant. |  |
| 5 | **ONLINE PAYMENT RECEIPTS:** **Payment and acknowledgement slips,** available online once payment has been complete – Printed from<https://portal.immigration.gov.ng/visa/OnlineQueryStatus>  **Or Payment receipt** - Printed from <https://visa.immigration.gov.ng/> after completion of payment. |  |
| 6 | **LETTER OF INTRODUCTION:**   * A formal **typed** letter of introduction (mention where you work, etc). * The Letter must be addressed to the Nigerian Embassy in The Hague, Netherlands. * The letter must include the address where the applicant is living in Netherlands. * **The applicant must consent to take full immigration and accommodation expenses.** * The applicant must give a comprehensive purpose of the visit. |  |
| 7 | **APPLICANT’S BANK STATEMENT & PAYSLIP:** A **copy of the applicant's most recent** bank statement **(bank statement of at least the past 3 months) AND** a copy of their Company PAY SLIP **(Payslip of at least the past 3 months)** showing their name, address and company. |  |
| 8 | **COPY OF APPLICANT’S DESTINATION VISA:** Applicant should include a copy of the destination visa. Applicant should have gotten their destination visa before applying for a transit visa to Nigeria. |  |
| 9 | **HOTEL RESERVATION: A copy of hotel reservation.** |  |
| 10 | **VALID PASSPORT DATA PAGE:** Copy of **Applicant valid passport data page**.  **NOTE:** It must be coloured copy with a full-page shown. |  |
| 11 | Flight Reservation -**Onward ticket to the next destination** |  |
| 12 | Copy of the Yellow Fever Vaccine (*strict requirement, except for medical exemption with proof*).  Copy of the COVID Vaccine certificate (*non*-*strict requirement, kindly provide if taken*). |  |
| 13 | **Express Service (Optional)- Additional 150 Euros made payable to NIGERIA EMBASSY THE HAGUE** |  |

**MUST READ IMPORTANT INFORMATION**

**ONLY APPLICANTS APPLYING FOR VISAS ARE ALLOWED INSIDE THE OFFICE. ALL APPLICANTS MUST RESPECT THE SOCIAL DISTANCE INSIDE THE OFFICE AND MUST WEAR FACE MASKS BEFORE ENTERING THE OFFICE.**

**APPLICANTS APPLICATIONS WILL NOT BE PROCESSED IF THEY DO NOT MEET UP WITH THE VISA REQUIREMENTS GIVEN IN THE VISA CHECKLIST**

**PROCESSING TIME**

* Regular Service 7 working days
* Express Service- 24 hours
* 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.
* Applications submitted after 12.30 PM will be treated as next-day applications.
* All documents including the OIS Appointment Booking Slip must be provided, or your application will not be accepted.
* All letters must be formal letters they should be typed, printed in portrait, addressed to the Embassy of Nigeria, The Hague, The Netherlands.
* Documents not in English must be submitted with a certified translated copy.
* **Non-Dutch Nationals – NON DUTCH CITIZEN MUST PRESENT PROOF**

**OF LEGAL RESIDENCE (UITREKSEL)**

**PAYMENTS TO BE MADE**

* Online Visa Fee
* Express Fee (Optional)

Please check our opening hours to avoid delays, and for any additional information, please call us on +31708915324, email us infothehague@oisservices.com or visit our website www.oisservices.com