**Logo

Description automatically generatedStaff of INGO Visa – F7L**

Apply for a Staff of INGO visa to Nigeria for the purpose of International Non-Governmental Organisations (INGO) activities. Eligibility for this visa type is for staff of International Non-Governmental Organisations.

**Tick when Completed**

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| 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 | **INVITATION LETTER:** A formal typed letter of invitation from the INGO in Nigeria **duly signed by authorized signatory** addressed to The Nigerian Embassy, The Hague, Netherlands, with the full address. It must be on letter headed paper, including the full address of the company. **It must state that the INGO takes full immigration responsibilities and reason for the visit.**  **NOTE: Inviter must give a brief Introduction about their area of specialization in the Letter.** |  |
| 7 | **MEMORANDUM OF UNDERSTANDING (MoU):** Provide Memorandum of Understanding (MoU) between the Government of Nigeria and the INGO. |  |
| 8 | **GUARANTEE LETTER FROM YOUR EMPLOYER -** A formal typed letter from the employer, addressed to the Nigeria Embassy The Hague, Netherlands with the full address. It must be on Letter headed paper including the address of the company. **It must be a guarantee letter that states the INGO takes full financial responsibilities and the reason for the visit.** This must be signed and dated by a senior member of staff and not by the applicant.  **NOTE: A brief introduction about the INGO's specialization must be in the Guarantee Letter.** |  |
| 9 | **PROOF OF EMPLOYMENT FROM YOUR EMPLOYER:** Copy of applicant official ID Card/ Proof of Employment |  |
| 10 | **VALID PASSPORT DATA PAGE:** Copy of **Applicant valid passport data page**.  Copy of **Inviter Valid Nigerian Passport Data page of the authorized signatory.** If the inviter is a foreigner, present a copy of the inviters valid residency permit (CERPAC) and their passport data page. This must be submitted in addition to all other documents  **NOTE:** It must be coloured copy with a full-page shown. |  |
| 11 | **HOTEL RESERVATION: A copy of hotel reservation / host address in Nigeria.** |  |
| 12 | Flight Reservation |  |
| 13 | 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*). |  |
| 14 | **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)