**Logo

Description automatically generatedEmployment Visa – Expatriate (Free Zone) – R3A**

R3A – Employment Visa – Expatriate (Free Zone) is a type of visa issued to expatriates who wish to obtain employment within Free Zones in Nigeria. Work permit is for 2 years and it is renewable.

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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:** **Four 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) (4 copies).  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. (4 copies). |  |
| 6 | **APPLICANT’S PASSPORT DATAPAGE:** A clear copy of the applicant’s Passport Data page (4 copies). **NOTE:** Preferably in coloured copy with full-page shown. |  |
| 7 | **FREE ZONE AUTHORITY LETTER:** Provide a Free Zone Authority Letter. |  |
| 8 | **EXPATRIATE QUOTA:** **The Expatriate Quota**, both original and certified copy, with a minimum of 6 months validity and with the position matching that in the offer, acceptance and Contract. (4 Copies) |  |
| 9 | **LETTER OF REQUEST:** A Typed **Letter of request** from the company signed by authorized signatory **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague,** requesting the STR Visa for the applicant **(with company`s certificate of incorporation).** This Letter must contain the applicant`s full name. Also include **a valid copy of inviter’s valid passport** **(authorized signatory)** **data page** (4 copies). |  |
| 10 | **CONTRACT:** A full copy of the **contract** signed and dated by both parties, must contain the position offered matching that stated on the Expatriate Quota (4 Copies). |  |
| 11 | **OFFER OF EMPLOYMENT:** An **offer of employment** from the company, this must contain the position offered matching that stated on the Expatriate Quota (4 Copies). |  |
| 12 | **ACCEPTANCE LETTER:** A Typed **letter of acceptance** from the applicant stating they accept the position; this must contain the position offered matching that stated on the Expatriate Quota. (4 Copies). |  |
| 13 | **YOUR CV:** A full copy of the applicants most recent CV (4 Copies). Original qualifications, matching those mentioned on the CV. |  |
| 14 | **COPIES OF ORIGINAL QUALIFICATIONS:** Copies of original qualifications/certificate/diploma certified by the Ministry of Foreign Affairs of the Netherlands (4 Copies). Show Original Copy on-site.  **Note: Both the original and the 4 copies must each be certified.** |  |
| 15 | **LEGALIZATION:** All foreign documents must be legalize at The Nigerian Embassy, The Hague and the legalization fee is €650 made payable to The Embassy. |  |
| 16 | Flight Reservation. (4 copies). |  |
| 17 | Copy of the Yellow Fever Vaccine (*strict requirement, except for medical exemption with proof*). (4 copies).  Copy of the COVID Vaccine certificate (*non*-*strict requirement, kindly provide if taken*). |  |
| 18 | **Express Service (Optional) -** Additional 150 made payable to NIGERIA EMBASSY |

**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- 10-21 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