**Logo

Description automatically generatedEmployment Visa - Dependant of Cleric (Minor) – R6C**

R6C – Employment Visa (Cleric) is issued to dependants of Employed Cleric in Nigeria who are less than 18 years of age. Residence permit subject to validity of the principal.

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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 | **LETTER OF REQUEST FOR APPLICANT:** A Typed **Letter of request** from the Religious Body signed by authorized signatory **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague,** requesting the Cleric Visa for the **Dependant of Employed Cleric (Minor) (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). |  |
| 8 | **BIRTH CERTIFICATE:** Copies of the original birth certificate showing parent/s name(s) (4 Copies). |  |
| 9 | **LETTER FROM EMPLOYED CLERIC:** A formal typed letter, from Parent (i.e. Principal Immigrant/Employed Cleric), signed and dated, **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague.** It must include the address where the applicant is staying (4 Copies). |  |
| 10 | **LETTER OF CONSENT:** A formal **typed letter of consent**, **from parent/s named on the birth certificate**, signed and dated, addressed to The Nigerian Ambassador, attention of Immigration desk Nigeria Embassy The Hague. This must include the address where the applicant is staying and must state they take full immigration responsibility for the applicant when in Nigeria. (4 Copies). |  |
| 11 | **VALID PASSPORT DATAPAGES:** A clear copy of Parent/s Valid Passport Data page. (4 copies). |  |
| 12 | **VALID RESIDENCY PERMIT OF EMPLOYED CLERIC:** A clear copy of Parent/s Residency Permit to live in Nigeria (4 copies). |  |
| 13 | **BANK STATEMENT:** A clear copy of Parent/s recent bank statement showing their names and address; reflecting sufficient funds (4 copies). |  |
| 14 | Flight Reservation (4 copies). |  |
| 15 | 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*). |  |
| 16 | **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