**Logo

Description automatically generatedIntern Visa – R9A**

R9A – Intern Visa is issued to persons who wis to undergo resident internship programme in Nigeria. Those eligible for this visa type are interns. Residence permit is for 1 year. Multiple entry.

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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 | **ACCEPTANCE LETTER:** A letter of acceptance of internship by institution in Nigeria. (4 copies). |  |
| 8 | **R9A VISA REQUEST LETTER:** Formal typed application for **R9A Visa** by the Institution accepting Immigration Responsibility for the Intern which is **addressed to the Nigeria Ambassador,** **attention of immigration desk Nigeria Embassy The Hague**. Also include **a valid copy of requester’s valid passport** **(authorized signatory)** **data page.** It must be on letter headed paper stating the address of the institution. (4 Copies) |  |
| 8 | **INVITER COMPANY REGISTRATION:** Provide a copy of inviter’s **(Certificate of incorporation)**. (4 copies). |  |
| 9 | **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 company 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. (4 copies).  **NOTE: A brief introduction about the company's specialization must be in the Guarantee Letter.** |  |
| 10 | **PROOF OF EMPLOYMENT FROM YOUR EMPLOYER:** Copy of applicant official ID Card/ Proof of Employment (4 copies). |  |
| 11 | **VALID PASSPORT DATA PAGE:** Copy of **Applicant valid passport data page**. (4 copies).  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. (4 copies).  **NOTE:** It must be coloured copy with a full-page shown. |  |
| 12 | **HOTEL RESERVATION: A copy of hotel reservation / host address in Nigeria.** (4 copies). |  |
| 13 | Flight Reservation. (4 copies). |  |
| 14 | 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*). |  |
| 15 | **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