**Employment VisaLogo

Description automatically generated (INGO) – R5A**

**R5A – Employment Visa (INGO) is issued to EXPATRIATES who wish to obtain employment with International Non-Governmental Organisations operating in Nigeria.** Eligibility for this visa type are for INGO workers.

**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:**  **UN (United Nations) Passport** with 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 by applicant. |  |
| 5 | **ONLINE PAYMENT RECEIPTS:** **Payment receipt** - Printed from <https://visa.immigration.gov.ng/> after completion of payment. |  |
| 6 | **VALID PASSPORT DATA PAGE:** Copy of **Applicant valid UN Passport data page**.  **NOTE:** It must be coloured copy with a full-page shown. |  |
| 7 | **MEMORANDUM OF UNDERSTANDING (MoU):** Provide Memorandum of Understanding (MoU) with Nigeria National Planning Commission (NPC) and appropriate security clearance (for special security cases). |  |
| 8 | **FORMAL APPLICATION BY EMPLOYER:** Formal typed application for **R5A Visa** by the Employer accepting Immigration Responsibility. Also include **a valid copy of requester’s valid passport** **(authorized signatory)** **data page**. |  |
| 9 | **EMPLOYMENT LETTER BY GOVERNMENT:** Provide a letter of Employment by the Government. |  |
| 10 | **OFFER OF EMPLOYMENT:** An offer of employment from the government. |  |
| 11 | **LETTER OF ACCEPTANCE:** A typed letter of acceptance from the applicant stating they accept the offer from the government. This must be signed. |  |
| 12 | **COPY OF INGO REGISTRATION:** A copy of registration of INGO. |  |
| 13 | **APPLICANT’S CV:** A full copy of the applicants most recent CV. |  |
| 14 | **COPY OF ORIGINAL QUALIFICATION:** Copy of original qualifications/certificate/diploma **certified** by the Ministry of Foreign Affairs or Ministry of Education of applicant’s country.  **Note: Both the original and the copy must each be certified**. |  |
| 15 | Flight Reservation |  |
| 16 | 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*). |  |

**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)**

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](http://www.oisservices.com)