



HOW TO APPLY FOR A NIGERIAN VISA

**PLEASE READ THE GUIDELINES FULLY
BEFORE BEGINNING THE APPLICATION AT:**

<https://portal.immigration.gov.ng/visa/freshVisa>

- I. For VISA APPLICATION FEES BY COUNTRY PLEASE GO TO our website <https://portal.immigration.gov.ng/pages/visaguidelines> and scroll to the bottom of the page.
 - ❖ This is a fee paid online to the NIS (NIGERIA IMMIGRATION SERVICE) and is **apart** from the processing fee paid to the Consulate.
 - ❖ All holders of ECOWAS member country passports DO NOT require a visa to enter Nigeria.
- II. Go to <https://portal.immigration.gov.ng/visa/freshVisa> for electronic application.
- III. Select UNITED STATES as processing country

**PLEASE READ IN FULL THE GUIDELINES REGARDING PAYMENT ON THE
'START APPLICATION' PAGE**

NEXT:

- IV. Click on "START APPLICATION". Choose from GOOGLE, YAHOO or OPEN ID and create an account or if you have one, SIGN IN.
- V. Complete the application form - PRINT (2) copies - click submit
- VI. On successful submission of your application, you will come to a page that will contain your reference ID which will also be emailed to you from the Nigeria Immigration Service (NIS) - Close the screen to proceed to payment or to input further applications (UP to 6 applications)
- VII. Select method of payment (Money Order, Visa or American Express) and follow relevant steps.
 - ❖ You may choose to exit the application to make payment at a later stage.
To return, go to www.swgloballlc.com and sign in.
- VIII. Upon making your electronic payment or after having entered and submitted your (USPS) money order details, you will first be e-mailed an acknowledgement. Please allow 1-2 business days for receipt of a confirmation payment e-mail from SW Global LLC.
 - ❖ Money orders should be purchased from the US Postal Service, This allows for immediate processing.
- IX. To print out your receipt/acknowledgement slip, go to <https://portal.immigration.gov.ng/visa/OnlineQueryStatus> enter your application ID, type the Reference No. and click SEARCH RECORD to pull out your Payment

Confirmation receipt.

- ❖ PLEASE NOTE THAT THE INTERVIEW DATE GIVEN FOR VISA APPLICATIONS MAY BE DISREGARDED, APPLICANTS MAY SUBMIT DOCUMENTS AS SOON AS THE RECEIPT/ACKNOWLEDGEMENT SLIP HAS BEEN OBTAINED.
 - ❖ ALL APPLICATIONS ARE VALID FOR A PERIOD OF SIX (6) MONTHS FROM DATE OF SUBMISSION - ONCE THIS TIME HAS LAPSED, APPLICANTS WILL BE REQUIRED TO RE-APPLY AND MAKE ANOTHER PAYMENT.
- X. At this stage, applicant's documents must be submitted as listed below, in person or on their behalf (Monday-Friday between 10:00am to 1:00pm).

- ❖ Applicants may also choose to mail their documents. Please use overnight express mail and include a self-addressed, pre-paid overnight return envelope and keep all the tracking details. Mailed applications should be addressed to:

VISA APPLICATIONS

Consulate General of Nigeria
828 Second Avenue,
New York, NY 10017

DOCUMENTS FOR SUBMISSION (PER APPLICANT)

- 1) Passport and copy of data page(s)
- 2) Copy of online application form (SIGNED AND DATED)
- 3) Payment Confirmation Slip
- 4) 2 passport sized photographs
- 5) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure)
- 6) \$30.00 money order (Standard Processing Fee - All types of applications)
- 7) \$65.00 money order expedite fee (optional) - processed within three (3) business days as opposed to the standard seven (7) business day turn around.

VISITORS AND TOURISTS

- ❖ *Visitor/Tourist visas when issued are valid for a 90-day period of stay from date of entry into Nigeria.*
- ❖ *For all visa types listed below, the approved period of stay begins from date of entry, however, applicants will have a period of 90 days from issue to make use of the entry visa after which time, the visa becomes invalid and the applicant will have to re-apply. This includes multiple entry visas as per the first entry into the country.*

ITEMS 1-7 +

- 8) A letter of invitation from the host addressed to the Consulate
- 9) A copy of the host's passport (the data pages including the photograph and signature, for non-Nigerians including the page that shows the host's legal immigration status in Nigeria)
- 10) Hotel Reservation
- 11) Bank Statement (showing adequate funds)

* **Items 10-11** are not required if the host accepts full Immigration responsibility and states this in the invitation.

* A holder of an expired Nigerian passport with dual-nationality may submit a copy and will therefore NOT be required to submit items 8-11.

MULTIPLE ENTRY – Multiple entry visas are considered on a case to case basis, please provide:

ITEMS 1-7 +

- 12) Documentary evidence of need for multiple entry visa.

TRANSIT VISAS – A transit visa is required if an applicant will have need to leave the airport, and therefore enter the country before completing a journey. Please provide:

ITEMS 1-7 +

- 13) Flight itinerary

BUSINESS VISA

ITEMS 1-7 +

14) Business invitation on business letterhead.

15) Letter of incorporation (a copy provided by the business in Nigeria - government bodies, major banks and oil companies excluded).

- ❖ **Travelers on Religious or Journalistic visit fall under the business category BUT will not need to provide item no. 15. However, these applications can take up to six (6) weeks to process; applicants should therefore make provision for this.**

FOR MINORS (17 years old and under)

ITEMS 1-7 +

16) A letter of consent signed by both parents

- ❖ Signatures and names should match those in their respective passports and names must match those on the birth certificate.
- ❖ In case where either parent has sole custody, a copy of a legal document should be provided to this effect, and in which case consent need only come from the single parent.

17) Copy of the child/children's birth certificate.

SUBJECT TO REGULARIZATION (STR) VISA APPLICATIONS/LONG TERM EMPLOYMENT

- ❖ STR Visas are issued with approved stay for a period of two (2) years BUT are renewable in Nigeria (subject to approval).

PRIMARY APPLICANT

- ITEMS 1,2,3,4 & 5 +

18) STR Fee - \$223.00 money Order

19) Expedite Fee (optional) * - \$65.00 separate money order

- * Standard processing for STR Visa is fourteen (14) business days. Applicants may choose to pay the additional expedite fee which allows for processing within seven (7) business days.

Documents below should be submitted in four (4) duplicate sets and arranged in following order:

- Page 1 - Form (online form) with one (1) colored passport sized photograph (on white background) attached.
- Page 2 - Copy of expatriate quota stating position of employment
- Page 3 - Copy of employment letter stating position employment
- Page 4 - Copy of applicant's signed acceptance letter stating position of employment

- Page 5 - Copies of certificates in the field of employment. i.e. degree, diploma

* Applicants will also need to submit originals of certificates for inspection. Please submit these

Enclosed in a separate envelope marked 'ORIGINAL CERTIFICATES'

SPOUSE

- ITEMS 1,2,3,4,5 + 18 & 19

Documents below should be submitted in four (4) duplicate sets + arranged in the following order:

- Page 1 - form (online form) with one (1) colored passport sized photograph
(on white background) attached.
- Page 2 - Copy of spouse's expatriate quota stating position of employment.
- Page 3 - Copy of spouse's employment letter stating position employment
- Page 4 - Copy of spouse's signed acceptance letter stating position of employment
- Page 5 - Copy of marriage certificate

CHILDREN

- ITEMS 1,3,4,5, 16 & 17 +

Documents listed below should be submitted in four (4) duplicate sets per child and arranged in the following order:

- Page 1 - Form (online form) with one (1) colored passport (on white background) attached.
- Page 2 - Copy of parent's expatriate quota stating position of employment
- Page 3 - Copy of parent's employment letter stating position of employment
- Page 4 - Copy of parent's signed acceptance letter stating position of employment
- Page 5 - Copy of child's birth certificate

TEMPORARY WORK PERMIT

- ❖ TWP Visas are issued with a maximum approved stay of ninety (90) days from date of entry BUT are renewable in Nigeria (subject to approval).

- ITEMS 1-6 +

20) TWP Fee - \$100.00 money order

21) Expedite Fee (optional) * - \$65.00 separate money order

22) Letter of employment stating position

23) Applicant's letter of acceptance

24) Temporary Work Permit document **

** This document is obtained by the employer from the Nigeria Immigration Service
In Nigeria on behalf of the employee; the applicant must provide this document
when submitting the visa application to the Consulate.