

GUIDES ON NIGERIAN VISA APPLICATION

IMPORTANT INFORMATION:

ALL NIGERIAN VISA APPLICANTS ARE REQUIRED TO VISIT THE VISA PROCESSING CENTER(S) FOR BIOMETRICS WITH ALL REQUIRED DOCUMENTS APPLICABLE FOR THE TYPES OF VISAS.

The jurisdictions of the various Centers are indicated as follows: **Washington DC, Atlanta or Los Angeles (O.I.S offices)** while **New York or Texas (Thebez Global Resources)**.

- Appointment is mandatory for every visit at the visa processing centers. Appointment duration per applicant is 10minutes to avoid overlapping of appointment. Failure to meet up with appointment within the stipulated date will result to appointment cancellation and rescheduling appointment for another day. Please visit: www.thebezglobalresourcesltd.com/Nigeria/USA/
- Children under the age of five (5) and adults over the age of sixty-five (65) are not required to be physically present at the visa Centers. Applicable documents can be mailed to the visa processing Centers.

- **For New York, the address is:**

145 West 45 Street, 4th Floor, New York

N. Y. 10036

Tel: 212 203 0192

Email: info.ngus@thebezglobalresourcesltd.com

Website: www.thebezglobalresourcesltd.com/Nigeria/USA/

Note: THE VISA PRECESSING CENTER WILL ACCOMMODATE APPLICANTS TO UNDERTAKE BIOMETRICS ON THE INTERVIEW DATE ASSIGNED TO THEM ON THE VISA PAYMENT SLIP OR ON APPOINTMENT BY THEBEZ GLOBAL RESOURCES WITHIN THE **HOURS OF 09 A.M- 4 P.M (MONDAY TO FRIDAY).**

HOW TO APPLY FOR A NIGERIAN VISA:

APPLICANTS ARE ADVISED TO READ THESE GUIDELINES IN IT'S ENTIRELY BEFORE BEGINNING THE APPLICATION FOR A NIGERIAN VISA:

- For VISA APPLICATION FEES BY COUNTRY PLEASE GO TO THE **NIGERIA IMMIGRATION SERVICE (NIS) WEBSITE:**

<https://portal.immigration.gov.ng/pages/visaguidelines>

And scroll to the bottom of the page for necessary information!

For USA Passport holders, the Visa fee is between \$160.00 - \$180.00

Note: This is an **Application fee payable online** to the www.innovate1services.com on behalf of the NIGERIA IMMIGRATION SERVICE (NIS).

Note: All holders of **ECOWAS** member country passports DO NOT require a visa to enter Nigeria.

- Go to <https://portal.immigration.gov.ng/visa/freshVisa> for commencement of electronic application.
- Select **UNITED STATES** as processing country

PLEASE READ IN FULL THE GUIDELINES REGARDING PAYMENT

- Click on “**START APPLICATION**”. Choose from GOOGLE, YAHOO or OPEN ID and create an account or if you have one, **SIGN IN**.
- Complete the application form – **PRINT** (1) copy – click submit.
- 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 www.innovate1services.com – Close the screen to proceed to payment or to input further applications (UP to 6 applications).
- Select method of payment (Money Order, Visa or American Express, POS) and follow relevant steps.

Note: Money orders should be purchased from the US Postal Service and mail to www.innovate1services.com, this allows for immediate processing.

Note: You may choose to make a payment at a later stage. To return and make payments, sign into <http://portal.immigration.gov.ng/visa/OnlineQueryStatus>, enter your **Application ID and Reference Number** then continue with your payment.

Note: ANY APPLICANT EXPERIENCING CHALLENGES WITH THE NIGERIA VISA APPLICATION ONLINE PAYMENT BY CREDIT/DEBIT CARD, HAS THE OPTION TO SELECT “MONEY ORDER” AS AN OPTION FOR PAYMENT AND FOLLOW INSTRUCTIONS PROVIDED ON THE INNOVATE1 SERVICES WEBSITE.

- Upon making your electronic payment or after having entered and submitted your (USPS) money order details, you will first be e-mailed an **Acknowledgement Slip**. Please allow 1-2 business days for receipt of a confirmation payment e-mail from INNOVATE1 SERVICES.

For assistance on payment of visa fee, **contact Innovate1 Services on telephone number: +1(315)-203-8942**

- Make sure to **print the Visa Payment Slip and Visa Acknowledgement Slip**, by going to **<https://portal.immigration.gov.ng/visa/OnlineQueryStatus>** - enter your Application type, Reference No. and ID Number and click **SEARCH RECORD** to pull them out.

Note: ALL ONLINE APPLICATION PAYMENTS 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.

VISA REQUIREMENTS:

DIPLOMATIC AND OFFICIAL PASSPORT HOLDERS

Holders of Diplomatic and official Passports are required to submit all application documents directly to the Consulate General of Nigeria, New York.

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated).
- (3.) Original copy of Note Verbale.
- (4.) 2 passport sized photographs.
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).

VISA APPLICANT

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated).
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 2 passport sized photographs.
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens

(7.) Bank Statement (showing adequate funds).

(8.) A letter of invitation from the host addressed to the Consulate General of Nigeria. It must be on letter headed paper stating the address of the host or organization, the reason for the visit and should be signed and dated.

Note: A holder of an expired Nigerian passport with dual-nationality may submit a copy and will therefore NOT be required to submit items 7-8.

VISITORS AND TOURISTS VISA

Note: Visitor/Tourist visas when issued are valid for a 90-day period of stay from date of entry into Nigeria.

Note: 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.

(1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.

(2.) Copy of online application form (signed and dated).

(3.) Visa Payment and Acknowledgement Slips printed.

(4.) 2 passport sized photographs.

(5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens

(7.) Bank Statement (showing adequate funds).

(8.) A letter of invitation from the host addressed to the Consulate General of Nigeria. It must be on letter headed paper stating the address of the host or organization, the reason for the visit and should be signed and dated.

(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

Note: A holder of an expired Nigerian passport with dual-nationality may submit a copy and will therefore NOT be required to submit items 8-10.

BUSINESS /MULTIPLE ENTRY VISA

(1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.

(2.) Copy of online application form (signed and dated)

(3.) Visa Payment and Acknowledgement Slips printed.

(4.) 2 passport sized photographs

(5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure)

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications)

(7.) Bank Statement (showing adequate funds) / Letter of undertaking from employer

(8.) Business invitation on business letterhead addressed to the Consulate General of Nigeria. It must be on letter headed paper stating the address of the host organization, the reason for the visit and maybe be signed and dated.

(9.) Certificate of Incorporation (a copy provided by the business in Nigeria – government bodies, major banks and oil companies excluded).

(10.) A letter of introduction from the Employer.

(11.) Documentary evidence of need for multiple entry visa.

Note: Travelers on Religious or Journalistic visit fall under the business category BUT will not need to provide item no. 9 above. However, these applications can take up to six (6) weeks to process; applicants should therefore make provision for this and apply early to the relevant Nigerian authorities for clearance.

TRANSIT VISA

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:

- (1.) Passport and copy of data page(s) Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated)
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 2 passport sized photographs
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure)
- (6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications)

MINORS (17 YEARS OLD AND UNDER)

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated)
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 2 passport sized photographs
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure)

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications)

(7.) Copies of a letter of consent signed by both parents. You may download the form at Letter of Authorization for Minor (4 Copies)

(8.) Copies of the child/children's birth certificate. (4 Copies)

(9.) Copies of both parents' valid passport data/signature pages. (4 Copies).

Note: 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.

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

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

PRIMARY APPLICANT

•STR VISA REQUIRMENTS:

(1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.

(2.) Copy of online application form (signed and dated).

(3.) Visa Payment and Acknowledgement Slips printed.

(4.) 4 passport sized photographs.

(5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens.

(7.) Bank Statement (showing adequate funds FOR STRS' A MINIMUM OF \$500 IN CREDIT NO MORE THAN 3 MONTHS OLD AT TIME OF SUBMISSION)

Note: Standard processing for STR Visa is fourteen (14) business days.

Documents below should be submitted in four (4) duplicate sets and 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 letter of request from the company addressed to the Consulate General of Nigeria requesting STR visa for the applicant, this must contain the applicant's full name.
- Page 3 – Copy of expatriate quota stating position of employment
- Page 4 – Copy of employment letter stating position employment
- Page 5 – Copy of applicant's signed acceptance letter stating position of employment
- Page 6 – Copies of qualifications: degree, diploma certificates matching those mentioned on the resume.

- Page 7 – of credentials, certificated and curriculum vitae, all vetted by a relevant official of Nigerian High Commission/Embassy (English Certified translated copy where applicable)

Note: Applicants will also need to submit originals of certificates for inspection. Please submit these Enclosed in a separate envelope marked 'ORIGINAL CERTIFICATES'.

STR (SPOUSE)

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated).
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 4 passport sized photographs.
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).
- (6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens.
- (7.) Spouse's Bank Statement (showing adequate funds FOR STRS' A MINIMUM OF \$500 IN CREDIT NO MORE THAN 3 MONTHS OLD AT TIME OF SUBMISSION).

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 letter of request from the company addressed to the Consulate General of Nigeria requesting STR visa for the applicant, this must contain the applicant's full name.
- Page 3 – Copies of spouse's expatriate quota stating position of employment.
- Page 4 – Copies of spouse's employment letter stating position employment
- Page 5 – Copies of spouse's signed acceptance letter stating position of employment
- Page 6 – Copies of marriage certificate

Note: Holders of Non-US passports MUST provide proof of legal residency (photocopy of green-card).

STR (CHILDREN)

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated).
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 4 passport sized photographs.

(5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).

(6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens.

(7) Copies of a letter of consent signed by both parents. You may download the form at Letter of Authorization for Minor (4 Copies).

(8.) Copies of the child/children's birth certificate (4 Copies).

(9.) Copies of both parents` valid passport data/signature pages (4 Copies).

(10.) Parents Bank Statement (showing adequate funds FOR STRS' A MINIMUM OF \$500 IN CREDIT NO MORE THAN 3 MONTHS OLD AT TIME OF SUBMISSION)

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 letter of request from the company addressed to the Consulate General of Nigeria requesting STR visa for the applicant, this must contain the applicant's full name.
- Page 3 – Copy of parent's expatriate quota stating position of employment
- Page 4 – Copy of parent's employment letter stating position of employment

- Page 5 – Copy of parent’s signed acceptance letter stating position of employment
- Page 6 – Copy of child’s birth certificate

TEMPORARY WORK PERMIT

Note: 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).

•TWP VISA REQUIRMENTS:

- (1.) Passport and copy of data page(s). Passports should have a minimum of 6 months validity.
- (2.) Copy of online application form (signed and dated).
- (3.) Visa Payment and Acknowledgement Slips printed.
- (4.) 2 passport sized photographs.
- (5.) Flight Itinerary (at least a copy of a flight booking, showing arrival and departure).
- (6.) \$90.00 Debit/Credit Card -OR- Money Order (Standard Processing Fee – All types of applications) – Waived for American citizens
- (7.) Letter of employment stating position
- (8.) Applicant’s letter of acceptance
- (9.) A letter of introduction/invitation stating position from the host organization in Nigeria. This must be addressed to The Consulate

General of Nigeria. It must be on letter headed paper stating the address of the host organization, the reason for the visit and must be signed and dated.

(10.) Copy of Comptroller General of Immigration's approval cable visa that lists the applicant's name.

Note: 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.

COMPLAINTS OR OTHER ENQUIRIES SHOULD BE TYPED, SIGNED, DATED AND ADDRESSED TO:

Consul General
Consulate General of Nigeria
828 Second Avenue,
New York, NY 10017
Tel: **(212)808-0301**
Email: cgny@nigeriahouse.com