



OIS SERVICES

COMPLEXITY SIMPLIFIED

Subject to regularisation (STR Spouse)

Please read this checklist and Important Information in full before you start completing the application form or book an appointment

Tick when
complete

1	<u>APPOINTMENT SLIP:</u> OIS Appointment booking for each applicant. This can only be done after completing numbers 5 and 6 on this checklist and you have all the documents on this checklist with you. Please only book if it is within 45 days of your travel date. You are advised not to apply for a Multiple entry visa, if it is your first visit or trip to Nigeria as you will only be issued with a single entry visa. https://apt.oisservices.com	
2	<u>ARRANGING DOCUMENTS:</u> All the documents must be arranged in 4 separate batch in exact order of this checklist	
3	<u>TRAVEL DOCUMENT:</u> Passport/Travel Document a minimum of 6 months validity at the time of travelling to and from Nigeria, with two blank facing pages. Passport/Travel Document will be held by the mission until a decision has been made.	
4	<u>PASSPORT SIZE PHOTOS:</u> Four recent UK passport sized photographs, taken no more than 2 weeks before submission, with applicant's full name written on the back. (Photographs older than 1 month are not acceptable).	
5	<u>ONLINE APPLICATION FORM:</u> Completed application form filled in and paid for online at https://visa.immigration.gov.ng/ Once completed this must be printed out, in portrait. (4 copies)	
6	<u>ONLINE PAYMENT RECEIPTS:</u> Valid Payment slip is available once online payment has been complete Please print from from https://visa.immigration.gov.ng/ in portrait. (4 copies each)	
7	<u>LETTER OF REQUEST:</u> A Typed letter of request addressed to the Nigeria High Commission London, from the company in Nigeria, requesting the STR Visa for the applicant, this must contain the applicant's full name and then be signed by a senior member of staff from the company. (4 Copies)	
8	<u>OFFER OF EMPLOYMENT:</u> Spouses offer of employment from the company, this must contain the position offered, matching that stated on the Expatriate Quota (4 Copies)	
9	<u>ACCEPTANCE LETTER:</u> Spouses acceptance letter stating they accepted the position, this must contain the position offered, matching that stated on the Expatriate Quota. This must be typed. (4 Copies)	
10	<u>EMPLOYMENT CONTRACT:</u> A full copy of the spouse' employment contract signed and dated by both parties, this must contain the position	

	offered matching that stated on the Expatriate Quota (4 Copies)	
11	<u>EXPATRIATE QUOTA:</u> The Expatriate Quota, both original and the certified copy, with a minimum of 6 months validity and with the position matching that in the offer, acceptance and Contract. (4 Copies)	
12	<u>MARRIAGE CERTIFICATE:</u> Provide original marriage certificate	
13	<u>FULL CLEAR COPIES OF MARRIAGE CERTIFICATE:</u> Copies of the marriage certificate (4 Copies)	
14	<u>TYPED LETTER FROM YOUR SPOUSE:</u> A formal typed letter, addressed to the Nigeria high commission London, from your spouse, stating the purpose of the visa and It must include the address where the applicant is staying. It must also be dated and signed by the spouse. (4 Copies)	
15	<u>VALID PASSPORT DATA PAGE:</u> Copy of spouses valid passport data/signature pages. (4 Copies)	
16	<u>VALID RESIDENCY PERMIT:</u> Copies of spouses residency permit and visa data page if already in Nigeria (4 Copies)	
17	<u>ITINERARY:</u> Full travel itinerary (Optional)	
18	<u>SPECIAL DELIVERY ENVELOPE:</u> All applicants must provide a 1kg/A3 pre-paid special delivery envelope to return the passport. This can be purchased from the Post office before submission.	
19	<u>DOCUMENT HANDLING AND FILING FEE:</u> £40 payment to be made by bank card at the centre.	
20	<u>EXPRESS SERVICE (OPTIONAL):</u> £100 Postal order for express service made payable to NIGERIA HIGH COMMISSION . Postal order to be purchased from the post office before coming to our centre.	

IMPORTANT INFORMATION

- **PROCESSING TIMES-**
Regular Service- Minimum of 10 Working Days
Express Service- Minimum of 6 Working Days
- **FEE BREAKDOWN-**
 - 1) Online fee- Please note that the online payment amount varies depending on the passport you hold
 - 2) OIS Service charge- £40 payable by bank card at the centre
 - 3) Optional-Express Service Charge - Additional £100 Postal order

- All visa applicants 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 required on the checklist must be shown and approved before we process your application.
- Documents which ARE NOT IN ENGLISH must be provided with a certified translated version. Please provide the original and a copy.

Documents which do not reflect your current name on your passport must be provided with your change of name deed poll or marriage certificate if your last name was changed. (Original and copy)
(Sworn affidavits for change of name from solicitors are not acceptable)

- Any Necessary documents print/photocopy in our Centre, will incur an additional charge of £10/per applicant
- All Documents and Letter must be formal. They should be typed, printed in portrait, addressed to the Nigerian High Commission London, signed and dated.
- EU NATIONALS- A copy of your UK Residency or EU Settlement Scheme (EUSS), please bring along the original for those with the original ID or Document.
- REPUBLIC OF IRELAND PASSPORT HOLDERS- Two most recent utility bills in the applicant's name or Full Tenancy Agreement or Current Mortgage statement. **(BANK STATEMENT/DRIVING LICENSE ARE NOT ACCEPTED AS UTILITY BILLS)**
- OTHER NATIONALS- UK Residency card or visa residency stamped on passport, this must be valid for a minimum of 6 months at time of your appointment at the OIS centre and travelling to and from Nigeria. Please bring the original and a copy.
- FOR UK DUAL NATIONALS –We do not accept a UK passport as proof of residency when applying with a foreign passport. If you do not have proof of residency/citizenship other than your UK passport, Please apply with your UK passport instead.
- UK TRAVEL DOCUMENT HOLDERS – when selecting your country of origin, please select UNITED KINGDOM.

Please check our opening hours to avoid delays and for any additional information please email us at info@oisservices.com or visit our website www.oisservices.com