

Visitor Visa Checklist



Apply for a Visitor Visa if you are travelling to Nigeria to visit someone who you know and who has provided you with an invitation letter along with a copy of their passport.

APPLICANTS FOR VISA/S ARE TO SUBMIT THEIR APPLICATION IN PERSON AS YOU'RE NOW REQUIRED TO CAPTURE YOUR BIOMETRICS AS 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

Tick when Complete

1. Please do not book an appointment for visa submission if your travel date is more than 45 days prior to your travel date, please book an appointment closer to the travel date at <https://apt.oisservices.com/>.
2. All applicants must attend their appointments in order to capture their biometrics.
3. OIS Appointment booking slip from OIS Appointment Booking Website. Please note you will be allowed into the building no more than 15 minutes before or after your scheduled appointment <http://app.oisservices.com>. For multiple applications, please book an appointment for each person applying.
4. Passport/Travel Document with a minimum of 6 months validity, and must have two blank facing pages. If non UK passport holder, please see IMPORTANT INFORMATION below.
5. Two recent passport sized photographs, with applicant's full name written on the back.
6. **Please read this checklist in full before you start completing the application form.**

Complete application form online at <https://portal.immigration.gov.ng/visa/freshVisa> once completed this must be printed out, signed and dated by applicant.

7. Payment and acknowledgement slips available once online payment is complete – Printed from <https://portal.immigration.gov.ng/visa/OnlineQueryStatus> OR www.innovate1services.com

PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT

Online payment amount varies; please check the following for the price list; <https://portal.immigration.gov.ng/pages/visaguidelines>.

7. A formal letter of invitation from Nigeria must be typed and addressed to the Nigerian High Commission London stating that the inviter takes full immigration responsibilities including the address where the applicant will be staying. This must be signed and dated by the inviter.

IF INVITED BY SPOUSE PLEASE PROVIDE ORIGINAL MARRIAGE CERTIFICATE AND COPY.

8. Copy of the inviters Valid Passport, showing the data/signature page with the inviters' signature. If the inviter is non Nigerian a copy of the inviters valid Nigerian residency permit must be submitted, must be valid for a minimum of 6 months.

9. A copy of the applicant's bank statement, showing their name and address. The bank statement must be minimum of £500 in credit, overdrafts are not included. This can be no more than 3 months old including the most recent at time of submission. Original must be shown at time of submission.

10. OIS Services (fee).

Express service (minimum of 2 working days £142, pay on submission) OR

Regular service (minimum of 5 working days £72, pay on submission). This payment can be made by card at the counter OR postal order made payable to OIS Services.

Please purchase postal order from the post office before submission.

IMPORTANT INFORMATION

- **DOCUMENTS NOT IN ENGLISH MUST BE SUBMITTED WITH A CERTIFIED TRANSLATED COPY.**
- IF SELF-EMPLOYED YOU MUST WRITE A LETTER STATING THE FACT. AND YOU **MUST** PROVIDE A BANK STATEMENT SHOWING YOUR NAME AND ADDRESS WITH A MINIMUM OF **£500** IN CREDIT, OVERDRAFTS NOT INCLUDED. NO MORE THEN 3 MONTHS OLD INCLUDINGTHE MOST RECENT. ORIGINAL TO BE SHOWN AT TIME OF SUBMISSION.
- ALL LETTERS SHOULD BE TYPED, ADDRESSED TO THE NIGERIAN HIGH COMMISSION LONDON, SIGNED AND DATED.
- **EU NATIONALS** – 2 RECENT UTILITY BILLS (different utilities and not more than 3 months old) OR SIGNED HOUSE TENANCY CONTRACT (Mobile phones bills or bank statement are not acceptable).Please bring the original document plus a photocopy when you are submitting. **Not applicable for UK passport holders.**
- **NON EU NATIONALS** – RESIDENCE CARD OR VISA RESIDENCY STAMPED ON PASSPORT (minimum period validity of 6 months at the time of submission). Please bring the original, indicate it to Verification Officer and submit a photocopy of your proof of residency in the UK.
- ALTOGETHER THERE ARE 2 PAYMENTS TO BE MADE, 1) APPLICATION FEE 2) OIS FEE.

PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION PLEASE CALL US ON 02078320001 OR VISIT OUR WEBSITE [HTTPS://OISSERVICES.COM](https://oiservices.com)