



OIS SERVICES

COMPLEXITY SIMPLIFIED

Tourist Visa Requirements (For Over 18's and Adults only)

Apply for a Tourist Visa if you are travelling to Nigeria to explore the country.

Please read this checklist and Important Information in full before you start completing the application form.

Tick when complete

1	<p><u>APPOINTMENT SLIP:</u> OIS Appointment booking for each applicant. This can only be done after completing numbers 4 and 5 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.</p> <p>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</p>	
2	<p><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.</p>	
3	<p><u>PASSPORT SIZE PHOTOS:</u> Two 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).</p>	
4	<p><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.</p>	
5	<p><u>ONLINE PAYMENT RECEIPTS:</u> Valid Payment slip is available once online payment has been complete Please print from https://visa.immigration.gov.ng/ in portrait.</p>	
6	<p><u>TYPED LETTER OF PURPOSE:</u> A formal typed letter addressed to the Nigeria high commission London, stating the purpose of your visit and where you will be staying and then sign and date it. PLEASE NOTE IF YOU ARE VISITING PEOPLE IN NIGERIA YOU WILL NEED TO FOLLOW THE VISITOR'S CHECKLIST IN FULL.</p>	
7	<p><u>BANK STATEMENT:</u> A clear copy of the applicant's full up to date last bank statement showing all details including their end balance, name and address. The statement must also include transactions during the week of the applicant's appointment in our centre. WE WILL NOT ACCEPT ONLINE BANKING STATEMENTS IF THEY ARE NOT STAMPED OR CERTIFIED BY YOUR BANK. THE BANK STATEMENT MUST SHOW A MINIMUM BALANCE OF £500.00 IN CREDIT.</p>	

8	<u>FULL ITINERARY:</u> A typed itinerary stating what you will be doing in Nigeria from your arrival date to your departure date.	
9	<u>FLIGHT TICKET AND HOTEL RESERVATIONS:</u> Please provide evidence of your flights and your hotel accommodation for the whole duration of your stay.	
10	<u>SPECIAL DELIVERY ENVELOPE:</u> All applicants must provide a pre-paid special delivery envelope to return the passport. This can be purchased from the Post office before submission.	
11	<u>DOCUMENT HANDLING AND FILING FEE:</u> £30 payment to be made by bank card at the centre.	
12	<u>EXPRESS SERVICE (OPTIONAL):</u> £70 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 5 Working Days
Express Service- Minimum of 2 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- £30 payable by bank card at the centre
 - 3) Optional-Express Service Charge - Additional £70 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.
- NIGERIAN DUAL NATIONALS- Provide a copy of your valid or expired Nigeria passport data page.
- 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