

Visitor Visa Checklist



- | | Tick when Complete |
|--|---------------------------|
| 1. International Passport/Travel Document with a minimum of 6 months validity and valid UAE residence visa. Must have 3 continuous blank facing. | <input type="checkbox"/> |
| 2. Two recent passport sized photographs. | <input type="checkbox"/> |
| 3. Letter of invitation from Nigeria (signed and dated), addressed to the processing center selected on the online application form, accepting full immigration responsibility/evidence of sustaining self while in Nigeria. Letter must state the exact purpose or reason of travel. | <input type="checkbox"/> |
| 4. Evidence must be provided regarding the person requesting the visa, full name + address on the statement. | <input type="checkbox"/> |
| 5. Passport copy of the inviter (Signatory on the invitation letter - please note that inviter signature should be same as per their passport in the invitation letter no short or different signature). | <input type="checkbox"/> |
| If inviter not Nigerian, please also provide proof of residency in Nigeria (Nigeria Residency visa and & valid residency card). | <input type="checkbox"/> |
| 6. Provide original NOC letter from Company/Sponsor addressed to the processing center selected on the online application form with name and signature; also attach copies of NOC signatories. <ul style="list-style-type: none">▪ Business License▪ Emirates ID (front & back)▪ Residence Visa▪ Passport data page | <input type="checkbox"/> |
| 7. Provide flight booking (Itinerary) and accommodation reservation. | <input type="checkbox"/> |
| 8. Payment and acknowledgement slips available once online payment is complete – Printed from www.innovate1services.com OR portal.immigration.gov.ng/visa/OnlineQueryStatus
PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT
Online at apt.oisservices.com , payment amounts varies; please check the following for the price list; portal.immigration.gov.ng/pages/visaguidelines . | <input type="checkbox"/> |

9. 5 working days Processing Time AED 250 fee Cash - Payable only at OIS Office.

10. AED 370 OIS Services Processing Fee (excluding VAT), payable by card only at OIS Office.

**PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION
PLEASE CALL US ON +97142765448 OR VISIT OUR WEBSITE [HTTPS://OISSERVICES.COM](https://oiservices.com)**