

Visitor Visa Checklist



OIS SERVICES

Tick when
Complete
Complete

1. International Passport with a minimum of 6 months validity and valid UAE residence visa with minimum 1 month validity. Must have 3 continuous blank facing pages.

2. Two recent passport sized photographs. (White background)

3. Letter of Invitation.

If the invitee is Nigerian, please provide Passport copy. **(Please note that the invitee's signature must match the signature in their passport)**. In the event the invitee has **no valid passport** then provide their voter ID or NIN slip.

On condition that the invitee's not Nigerian, please provide proof of residency in Nigeria i.e., Nigeria CERPAC card and their valid passport data page copy)

4. Flight ticket

5. 3 months bank statement in applicant's name.

6. Provide original NOC (letter from Company/Sponsor) addressed to the processing center **(Nigerian Embassy Abu Dhabi or Nigerian Consulate Dubai)** selected on the online application signed and stamped with the signatory's name. Additionally attach copies of NOC signatories;

- Emirates ID (front & back)
 - Residence Visa
 - Passport data page
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NOC must state the current immigration and employment of the applicant's status. The employer must also clearly state that he is aware of the employee trip to Nigeria.

7. UAE Company Trade license.

8. AED 250 OIS Services Regular Processing Fee (excluding VAT), payable by card only at OIS
(5 business days)
9. AED 500 OIS Services Express Processing Fee (excluding VAT), payable by card only at OIS
(24 business hours)
10. AED250 Nigerian Embassy/Consulate fee payable in cash only at OIS.
11. Book appointment using the following link - <https://apt.oisservices.com/>
12. Payment and acknowledgement slips are available once online payment is complete – Printed from
www.immigration.gov.ng OR portal.immigration.gov.ng/visa/OnlineQueryStatus

**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://oisservices.com)**