



OIS SERVICES

Tourist Visa Checklist

Tick when 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. Hotel booking.
 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
- 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)**