

Business 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 pages.
 2. Two recent passport sized photographs.
 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.
 4. Letter from the applicant`s employer (original signed and dated) in the UAE (on the letterhead paper of the establishment) stating the current immigration and employment status of the applicant. The employer must also clearly state that he is aware of the employee trip to Nigeria.
- 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.
- Business License
 - Emirates ID (front & back)
 - Residence Visa
 - Passport data page
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**).
If inviter not Nigerian, please also provide proof of residency in Nigeria (Nigeria Residency visa and & valid residency card).
 6. Letter of incorporation from Nigeria (Inviting-company Business License).
 7. State the intended date of arrival and the duration of stay in both letters.
 8. 5 working days Processing Time AED 250 fee Cash - Payable only at OIS Office.

9. 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.

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://oisservices.com)**