



OIS SERVICES

Temporary Work Permit 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 | <input type="checkbox"/> |
| 2. Two recent passport sized photographs. (White background) | <input type="checkbox"/> |
| 3. Copy of Approved cablegram from the Director of Immigration Services, Abuja. | <input type="checkbox"/> |
| 4. Letter of invitation from Nigeria (signed and dated), addressed to the processing center (Nigerian Embassy Abu Dhabi or Nigerian Consulate Dubai) 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 as well as Nigerian contact number and address. | <input type="checkbox"/> |
| 5. 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. | <input type="checkbox"/> |
| 6. Letter of incorporation from Nigeria (Inviting-company Business License). | <input type="checkbox"/> |
| 7. 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; <ul style="list-style-type: none">▪ Emirates ID (front & back)▪ Residence Visa▪ Passport data page | <input type="checkbox"/> |

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.

8. UAE company Trade license.

9. Return Ticket (Itinerary).

10. Payment and acknowledgement slips are available once online payment is complete – Printed from www.immigration.gov.ng OR portal.immigration.gov.ng/visa/OnlineQueryStatus

11. AED 250 OIS Services Regular Processing Fee (excluding VAT), payable by card only at OIS
(5 business days)

12. AED 500 OIS Services Express Processing Fee (excluding VAT), payable by card only at OIS
(24 business hours)

13. AED350 Nigerian Embassy/Consulate fee payable in cash only at OIS.

14. Book appointment using the following link - <https://apt.oisservices.com/>

**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)**