

Temporary Work Permit 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. | <input type="checkbox"/> |
| 2. Two recent passport sized photographs. | <input type="checkbox"/> |
| 3. Approved original cablegramme from the Director of Immigration Services. Abuja, which must be received by the Nigeria Embassy (Visa Section). | <input type="checkbox"/> |
| 4. Letter from sponsor`s in Nigeria addressed to the Visa Section Nigeria Embassy Abu Dhabi accepting full immigration responsibilities. Letter must state the exact purpose or reason of travel. | <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). If inviter not Nigerian, please also provide proof of residency in Nigeria (Nigeria Residency visa and & valid residency card). | <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 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"/> |
| 8. Return Ticket (Itinerary). | <input type="checkbox"/> |
| 9. Processing Time AED 350 fee Cash - Payable only at OIS Office | <input type="checkbox"/> |
| 10. 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"/> |

11. 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)**