

# Journalist Visa Checklist



Tick when Complete

1. A letter of invitation (signed and date) from local contact(s) in Nigeria. Letter must state the exact purpose or reason of travel.
2. A letter of introduction from the organization(s) that journalists works for or represent (signed and dated).   
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
3. A copy of itinerary while on duty in Nigeria.
4. List of equipment accompanying applicant(s).
5. Letter of approval from the Ministry of Information, Abuja Nigeria for the Journalist traveling to Nigeria.
6. All supporting documents and letters (listed above) must be provided on the relevant organization's letter-head paper and in addition, documents must be provided and addressed to; Hon Minister of Information and Communications Federal Ministry of Information and Communications Room 3, Wing A, Radio House Garki - Abuja. Attention: Deputy Director, External Publicity Division, and handed in at the Passport/Visa Section, Nigeria Embassy/Consulate in the UAE.
7. Processing Fee AED 250 CASH - Payable only at OIS Office.
8. Payment and acknowledgement slips available once online payment is complete – Printed from [www.innovate1services.com](http://www.innovate1services.com) OR [portal.immigration.gov.ng/visa/OnlineQueryStatus](http://portal.immigration.gov.ng/visa/OnlineQueryStatus) **PLEASE IGNORE INTERVIEW DATE ON PAYMENT SLIP AND BOOK OIS APPOINTMENT** Online at [apt.oisservices.com](http://apt.oisservices.com) , payment amounts varies; please check the following for the price list; [portal.immigration.gov.ng/pages/visaguidelines](http://portal.immigration.gov.ng/pages/visaguidelines).
9. AED 370 OIS Services Processing Fee (excluding VAT), payable by card only at OIS Office.

### **IMPORTANT INFORMATION**

- Application not supported by all the requirements will not be accepted by Nigeria Embassy/Consulate in the UAE.
- Please be advised that it is mandatory that all journalists issued with entry visa report for accreditation and documentation on arrival in Nigeria at the External Publicity Division, Federal Ministry of Information and Communications, Room 3, Wing A, Radio House, Garki, Abuja before embarking on any assignment in the country.
- Failure to report is a violation of the terms of entry.
- Visas for journalists cannot be fast-tracked and may take longer than five (5) working days to process.
- Fee is dependent on the nationality of the passport on which the applicant is travelling and it is subject to changes without notice.

**PLEASE CHECK OUR OPENING HOURS TO AVOID DELAYS AND FOR ANY ADDITIONAL INFORMATION  
PLEASE CALL US ON +97142765448 OR VISIT OUR WEBSITE [HTTPS://OISERVICES.COM](https://oiservices.com)**