

Documents to provide

Country: **Nigéria**
Visa Business

FINGERPRINTS

1. If you are submitting your Visa application for the first time, then you will be asked to submit your fingerprints (and take a digital photo). You will therefore have to come to the OIS Center with your complete file and by appointment. By sending us the deposit receipt, VTI can then collect your passport with Visa and return it to you.
2. If you have already filed your fingerprints (for less than 5 years) then VTI can compile your file and submit it for you. VTI can then collect your passport with Visa and return it to you.

Creation of your file

- Complete (and pay online) a Visa **application form** at: <https://portal.immigration.gov.ng/visa/freshVisa>
NB: payment to be made with the applicant's credit card and once completed: form to print, in portrait, signed and dated by the applicant
- **Payment and acknowledgment slips**, available once online payment is made - Printed from <http://www.innovate1services.com> PLEASE IGNORE THE INTERVIEW DATE ON THE PAYMENT SLIP AND MAKE AN APPOINTMENT YOU OIS.
- If you are in **Situation 1.** (see above): make an **appointment** at the OIS center (9 Rue Paul Valery 75116 Paris, France) for each applicant (please do not book more than 30 days before the date of your trip) on <https://apt.oisservices.com/>
- **Passport** with a minimum validity of 6 months and with two blank facing pages.
- **Yellow fever vaccination record**
- Two recent **passport-sized photographs**, taken no later than 2 weeks before submission, with the applicant's full name written on the back.
- **Certificate of incorporation** of the inviting company in Nigeria
- A **formal typed letter of invitation**, addressed to the Nigerian Ambassador, to the attention of the Immigration Office of the Nigerian Embassy in Paris, on letterhead with the full address of the company . State that the company takes full responsibility for immigration and state the reason for the visit. Document signed and dated by a senior member of staff.
- A typed **mission letter** from the employer, addressed to the Nigerian Ambassador, for the attention of the Immigration Office of the Nigerian Embassy in Paris, with the full address. Written on letterhead and including the company address. It must state that the company takes full financial responsibility and state the reason for the visit. Document signed and dated by a senior member of staff and not the applicant.
- Scan of the **return flight ticket**
- For non-French travelers and EU nationals: a recent **utility bill** (electricity bills or signed rental/mortgage contract, etc. please bring the original and a copy)
- For non-French travelers and non-EU nationals: the French **residence permit** (or visa on passport valid for at least 6 months at the time of submission). Bring the original and a copy.

NB:

1. Documents NOT in English must be submitted with a certified translated copy.
2. All letters must be formal typed letters, printed in portrait, addressed to the Nigerian Ambassador, to the attention of the Immigration Office of the Nigerian Embassy in Paris, signed and dated.
3. If you are self-employed, you must provide a typed letter stating the purpose of travel to Nigeria. You must also provide a copy of your most recent bank statement showing sufficient funds; minimum credit balance of €500.