

Documents to provide

Country: **Nigeria**
Visa STR

PLEASE NOTE: 5 copies of the STR visa application file must be submitted!

FINGERPRINTS

1. **If this is your first visa application**, you will be asked to submit your fingerprints (and have a digital photo taken). You will therefore need to come to the OIS Center with your complete application and make an appointment. By sending us the submission receipt, VTI will then be able to collect your passport with Visa and return it to you.

2. **If you have already submitted your fingerprints** (within the last 5 years), VTI will be able to complete your application and submit it for you. VTI will then be able to collect your passport with Visa and return it to you.

Constitution de votre dossier

- Fill out (and pay online) an application **form** on: <https://portal.immigration.gov.ng/visa/freshVisa>

NB: payment to be made with the applicant's credit card and once completed → form to be printed, in portrait, signed and dated by the applicant

- Payment and **acknowledgment slips**, available after online payment - Printed from <http://www.innovate1services.com>. PLEASE IGNORE THE INTERVIEW DATE ON THE PAYMENT SLIP AND BOOK AN OIS APPOINTMENT.
- If you are in **Situation 1** (see above): book 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 your travel date) at <https://apt.oisservices.com/>
- Passport** with a minimum validity of 6 months and two blank facing pages.
- Yellow fever vaccination record**
- 5 recent passport-sized **photographs**, taken no more than 2 weeks prior to submission, with the applicant's full name written on the back.
- Certificate of incorporation** of the inviting company in Nigeria
- Quota from the Nigerian Ministry of Interior** indicating the validity of the position to be filled for a minimum period of 12 months
- A **letter of invitation** from the Employer in Nigeria, addressed to the Nigerian Consulate in France, stating the position and the phrase "I/WWE WILL ACCEPT FULL IMMIGRATION RESPONSIBILITIES ON BEHALF OF MR/MME..."; accompanied by a copy of the signatory's ID and the Company's Certificate of Incorporation.
- The **employment contract** signed by both parties, stating the position, type of contract, compensation, etc.
- The **job offer letter** addressed to the applicant, prepared by the Nigerian company.
- The **job acceptance letter** addressed to the Nigerian company and prepared by the applicant.

- The **applicant's resume**, written in English.
- A **letter of assignment**, written in English by the agent company and addressed to the Nigerian Consulate in Paris, certifying the applicant's travel to Nigeria.
- Scan of the **round-trip flight ticket**
- For non-French 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 and non-EU nationals: a French **residence permit** (or passport-mounted visa 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, Attention: Immigration Office, Embassy of Nigeria in Paris, signed and dated.
3. If you are self-employed, you must provide a typed letter stating the purpose of your trip to Nigeria. You must also provide a copy of your most recent bank statement showing sufficient funds; minimum credit balance of €500.