

## Documents to provide

Country: **Nigeria**

TWP (Temporary Work Permit) Visa

### 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 prepare your application and submit it for you. VTI will then collect your passport with Visa and return it to you.

#### Preparing your application:

Fill out (+ pay online) a **Visa application form** at: <https://portal.immigration.gov.ng/visa/freshVisa>  
**NB:** payment must be made using the applicant's credit card. Once completed, print the form in portrait format, signed and dated by the applicant. Payment and acknowledgment slips, available after online payment has been made - Printed from <http://www.innovate1services.com> PLEASE IGNORE THE INTERVIEW DATE ON THE PAYMENT SLIP AND BOOK AN APPOINTMENT OIS.

- 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.
- A copy of the **TWP Cable visa** approved by the Office of the Comptroller General of the Nigeria Immigration Service, Abuja.
- A **letter of invitation** from the Nigerian company accepting all responsibilities on behalf of the applicant.
- A **letter of engagement** written in English by the agent company and addressed to the Nigerian consulate in Paris, certifying the traveler's travel to Nigeria.
- Scan of the **round-trip flight ticket**

- For non-French and EU nationals: a recent **utility bill** (electricity bill 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 format, addressed to the Nigerian Ambassador, for 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 your trip to Nigeria. You must also provide a copy of your most recent bank statement showing sufficient funds. minimum credit balance of €500.