

# Visa Information Pack

**From: United Kingdom**

**To: Nigeria**

**Visa Type: United Kingdom Nigeria E-visa Business Single Entry Three Months**



## **Thank you for your order**

The following documents are required to apply for this specific visa type.

### **Application Form**

One fully completed application form

### **Photos**

One scan copy of passport size photo

### **Business Letter**

A scan copy of a letter of introduction from the applicant's UK employer. A copy is acceptable.

This letter must:

Be on company letterhead paper

Include the name of the applicant

Specify the purpose of journey as **business discussions** only

Specify the exact nature of the business discussions **which must include all topics on the agenda**

Specify the exact duration of the business meetings

Include the name of the organisation(s) to be visited

Specify the requested number of entries and the length of visa required

Include an acceptance of financial responsibility for the applicant

Be signed by the applicant's supervisor or the company's HR department

A sample Business Introduction Letter can be found within the Visas2 Application Pack

### **Passport**

Scan copy of passport's information page, valid for 6 months and with at least 3 blank pages.

### **Letter of Invitation**

A scan copy of letter of invitation from the company the applicant is visiting. A copy is acceptable. This letter must:

Be on company letterhead paper

Include the name of the applicant

State the purpose of journey as **business meetings** only

Specify the requested number of entries and the length of visa required

Needs to state it will take immigration responsibility

Be signed by the inviting party

### **ID of Inviting person**

A copy of passport or ID from the person who signs the invitation letter from the Nigerian company.

If the inviter is non-Nigerian, a copy of the inviter's valid residency permit must be submitted in addition to all other documents. It must be valid for a minimum of 6 months.

### **Certificate of Incorporation**

Corporate Affairs Commission registration Certificate (CAC), or incorporation certificate from Nigerian Company.

### **Proof of Travel Arrangements**

Evidence of return ticket and Hotel Reservation

### **Visa Information:**

Visa is valid for three months.

Although there may not be a restriction on your duration of stay, we recommend all travellers to not overstay for more than 7-10 days per trip as this may affect future visa applications and the possibility of being denied a business visa at the Embassy next time.

### **Pricing is available on our website at:**

<https://www.visas2.com/pricing-structure>

## **APPLICATION PROCESS**

### **Step 1: Complete the forms and gather all required documents**

- Please complete all forms, check to ensure every required item is included and deliver your application to Visas2 for review and submission.

### **Step 2: Visas2 will process the application**

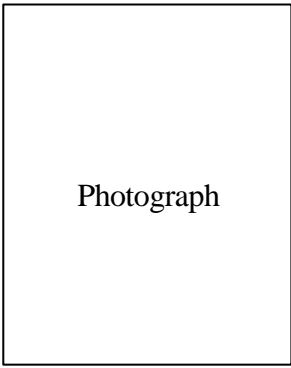
- Once Visas2 have received all required documentation material, complete and signed as necessary the application will be submitted at the first available date according to the consulate's availability.

### **Step 3: Process update and completion**

- Once the visa application is approved/issued, we will advise immediately. Then proceed in collecting the passport/visa from the relevant embassy/consulate and dispatch in line with the agreed return method communicating all tracking information. Applications are usually dispatched within 24 hours of release.

### **Disclaimer:**

Please note that we are not an Embassy and are not affiliated with any government. In almost all cases embassies charge a fee for visas. If we handle your application, we also charge a fee in return for advising on the requirements, helping to prepare your application, and sending a courier to queue up on your behalf to obtain and/or collect the visa. The forms and services we provide are available from the government or official source for free or lower cost. If you wish to apply directly to the relevant embassy.



**APPLICATION FORM  
FOR ENTRY PERMIT / VISA TO THE  
FEDERAL REPUBLIC OF NIGERIA**

**NOTES FOR GUIDANCE**

It is very important to fill this form in clearly in block capitals. All questions should be answered fully and correctly.

Visitors / tourists should present letters of invitation from Nigeria or travellers' cheques to be cashed in Nigeria as evidence of means of sustenance. They should also be in possession of return air tickets, while persons applying for transit visas are required to show onward tickets and visas to their destinations.

Persons taking up employment in Nigeria, and their spouses are to fill this form in quadruplicate. They are also required to submit their letters of employment, evidence of expatriate quota approvals, originals and four copies of each of all their credentials. For temporary work visas prior approval from the Comptroller-General of Immigration Services in Nigeria is required.

**Double and multiple entry visas are available to British and American passport holders  
(Please ask for details of fees from cashier).**

All Applicants should first pay their fees to the cashier and attach payment receipts to their applications before submitting at the visa counter.

***Please note that once an application has been submitted and paid for there will be no refund.***

**NOW FILL FORM IN BLOCK CAPITAL PLEASE**

1. A. Surname (*Mr. Mrs. Miss*) \_\_\_\_\_

B. Other Names \_\_\_\_\_

2. Nationality \_\_\_\_\_

3. Date of Birth Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

4. Address A. Official \_\_\_\_\_

B. Residential \_\_\_\_\_

C. Telephone \_\_\_\_\_

5. Profession \_\_\_\_\_

6. Purpose of Journey (Please give full details) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Number of entries required A. Single  B. Double  C. Multiple

8. Intended duration of stay \_\_\_\_\_

9. References in Nigeria (if applicable) Name: \_\_\_\_\_

Address \_\_\_\_\_

10.	Colour of Hair	Colour of Eyes	Height	Complexion

11.	Passport No.	Date of Issue	Date of Expiry	Issuing Government

12. Proposed date of travel \_\_\_\_\_

13. If you are joining spouse or parents please give particulars of their employment in Nigeria, including full residential address.

\_\_\_\_\_

\_\_\_\_\_

14. Have you ever visited Nigeria?                      Yes                       No

B. If yes, state time(s) and reason(s) for the visit(s). \_\_\_\_\_

\_\_\_\_\_

15. For how long have you been living in the U.K.? \_\_\_\_\_

\_\_\_\_\_

I understand that I will be required to comply with the Immigration / Alien and other laws governing entry of Immigrants into the country for which I now apply for a Visa / Entry Permit.

Date \_\_\_\_\_ Signature \_\_\_\_\_

DATE	REMARKS (FOR OFFICIAL USE ONLY)

**N.B: PLEASE COMPLETE ALL THE PORTIONS OF THE APPLICATION IN ORDER TO HELP US TO HELP YOU. PLEASE NOTE THAT VISA FEES ARE CHARGED ACCORDING TO NATIONALITIES AND SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.**