

TWP VISA REQUIREMENTS FOR NIGERIA

TWP (Temporary Work Permit)

You must put these items in the application package:

Items provided by client:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** visa application form,
- one (1) recent 40mm x 40mm colour ID photo on white background, with name on back,
- Letter of Acceptance of Appointment of contract (signed by the applicant),
- *Notarised* copies of Professional and Educational Certificates/Diplomas,
- *Notarised* copy Resume/CV,
- RCMP Criminal Records Certificate confirmed by fingerprints (not a local police letter),
- copy of Yellow Fever certificate.

Documents provided by employer that *you* must provide in the application courier package:

- one (1) copy of NITEL from the Nigerian Immigration Service approving the applicant,
- copy of the Nigerian CAC certificate: Corporate Affairs Commission company registration,
- Letter of Offer of Appointment,

SIGNATURE The application form must bear an original ink *signature*.

EXTRA REQUIREMENTS

- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadians must submit evidence of their legal status in Canada.
- dual nationals must use their Canadian passport when applying in Canada.

STR VISA REQUIREMENTS FOR NIGERIA

STR (Subject To Regularization) VISA

You must put all of these items in the application courier package:

Items provided by client:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** visa application form,
- four (4) 40mm x 40mm colour ID photos on white background, with name on back,
- 4 *notarized* copies Certificates/Diplomas & Resume that qualify the applicant for the job, This means one original notarized document and three copies of that notarized document.
- 4 copies of Letter of Acceptance of the Offer (signed by the applicant),
- 4 copies of RCMP national HQ Criminal Records Certificate confirmed by fingerprints, This means one original certificate and three copies of certificate.
- 4 copies of Yellow Fever certificate,
- accompanying wife and children must comply with items above. In addition, a separate invitation is required for spouse and dependants,

Documents provided by employer that *you* must provide in the application package:

- 4 copies of Expatriate Quota approval letter issued by the Nigerian Immigration Service,
- 4 copies of Expatriate Quota approval letter certified by the Ministry of Internal Affairs,
- 4 copies of Letter of Offer of Appointment (signed by the company),
- 4 copies of the Nigerian Corporate Affairs Commission (CAC) company registration,

SIGNATURE The application form must bear an original ink *signature*.

EXTRA REQUIREMENTS

- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadians must submit evidence of their legal status in Canada.
- dual nationals must use their Canadian passport when applying in Canada.

HOW TO APPLY FOR A NIGERIAN VISA ON-LINE

Applicants must apply on-line to the Nigerian Immigration Service (NIS) in Abuja, Nigeria.

1) Visit the following website, which is run by the Nigerian Immigration Service (NIS)

<http://portal.immigration.gov.ng>

2) Click on “Apply for Entry Visa” button in the VISA box.

3) Select CANADA from the “Processing Country” pull down menu.

4) Read the notification, then press “Start Application” at the bottom.

5) The NIS will now switch you over to *Innovate1Services*, their agency, for further processing. You must sign in using your Google or Yahoo ID or OpenID and password. If you do not have a Google or Yahoo ID or OpenID, then you must create one in order to apply for a Nigerian visa. You can create a Google account by pressing the Google sign-in button in the *Innovate1Services* page you are on at this stage.

6) Answer ALL questions on the application. Please remember to include all full addresses and postal codes. ONCE YOU PAY YOU CANNOT FIX THE FORM.

7) When you have completed the form, you can press the “Submit” button to submit your application directly to the Nigerian Government through *Innovate1Services*. If there is data missing from the application the NIS computer will immediately inform you and request more data. This is normal and you can fix these errors at this stage. Resubmit now.

8) The NIS and *Innovate1Services* will immediately send back the completed form with two code numbers printed on top. WRITE DOWN the numbers immediately. Write them twice just to be safe. Keep these numbers secure, as without them you cannot pay for or receive the visa from the Nigerian High Commission.

9) SAVE the PDF file of the form to your computer. The form has two code numbers on top.

10) PRINT the form with the two code numbers on top. SIGN the form by hand in ink.

11) See next page for payment instructions. Do not pay until you are certain the form is absolutely correct. Editing is not possible after payment.

ONCE YOU PAY YOU CANNOT FIX THE FORM.

HOW TO PAY FOR A NIGERIAN VISIT VISA ON-LINE

All applicants must make on-line payment to the Nigerian Government through their agency *Innovate1Services*.

We strongly suggest that before paying please email a PDF of the finished form to our office for quality control review. You cannot edit a Nigerian application form after payment. So only make payment once you are certain the form is correct. Changes after payment are not allowed. See previous page for review by email.

1) Visit the following website, which is run by the Nigerian Immigration Service (NIS) agency called *Innovate1Services*

<https://www.innovate1services.com>

2) You must sign in using your Google or Yahoo ID or OpenID and password. If you do not have a Google or Yahoo ID or OpenID, then you must create one in order to apply for a Nigerian visa. You can create a Google account by pressing the Google sign-in button in the *Innovate1Services* at this step.

3) Click on "Home" button in the upper left of the screen.

4) Click on the large blue "Proceed for Payments" button.

5) Under Application Type select "Visa/Free Zone".

6) Enter your Application ID number in the next box.

7) Click the blue "Add to Cart" button to proceed to the credit card payment stage.

8) The credit card must be in the exact name used on the application form.

9) Pay the visa application fee (usually US\$95 or US\$170) to *Innovate1Services* using your credit card which must be in your name (the name matching the application/passport name).

10) Print out both documents referenced at the bottom of the screen.
This is the PAYMENT RECEIPT and the CONFIRMATION FORM.

11) Send all files, along with the two receipts, to the Nigerians office for further processing.

Once you have typed and printed out and signed all the forms, ship everything, including your passport and photos, by Canada Post trackable courier, to the Nigerian High Commission in Ottawa

Nigeria High Commission
295 Metcalfe Street
Ottawa Ontario K2P 1R9
Email: generalinquiries@nigeriahcottawa.ca.
Phone: 1-613-236-0521-3 ext 0 and 228
Visa enquiries: ext 224 and 227)