

# VISIT VISA REQUIREMENTS FOR NIGERIA

**VISIT VISA** (for persons invited to Nigeria by family, friends, and other non-business persons)

You must put these items in the application package:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** Nigerian visa application form,
- one (1) recent 40mm x 40mm colour ID photo on white background, with name on back,
- a return air ticket or a letter from your travel agent,
  
- signed letter or document of invitation, which must also explain how the invitor met the invitee, and must state they will *not* hold responsible for anything the Nigerian High Commission in Ottawa. The letter must “confirm/authenticate genuine and effective link or relationship either by marriage or kinship with Nigeria.” This does not refer to email meetings or online relationships. You must prove you have met the invitee in person.
- signed letter from the applicant requesting the visa, explaining how the invitee met the invitor, and must state they will *not* hold responsible for anything the Nigerian High Commission in Ottawa. The letter must “confirm/authenticate genuine and effective link or relationship either by marriage or kinship with Nigeria.” This does not refer to email meetings or online relationships. You must prove you have met the invitor in person.
- high-quality copy of the Nigerian national ID card or Nigerian passport of the invitor,
- letter from employer confirming employment in Canada, or proof of retirement,
- evidence of sufficient funds to cover the cost of the trip --- copy of bank receipts for purchase of US\$ covering at least US\$100 per day in Nigeria (a 7-day visit means US\$700.),
- copy of Yellow Fever certificate,
- applications for minors must be accompanied by letters of consent notarized by a Lawyer and signed by both parents and include copies of both parental passports; and the registration of birth with the names of both parents, embossed and notarized by a Lawyer.
- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- former Nigerian nationals must have an invitation letter.
- non-Canadians must submit a copy of their Permanent Residence card.
- Applicants who are **church or mission or religious visitors of any kind** require Immigration Approval from the NIS (Nigerian Immigration Services) in Abuja. Applicants engaged in religious or evangelical activities of any kind require Temporary Work Permit (TWP) approval from the Nigerian government. Do not apply for a visit visa. Person visiting the Prophet Joshua group will not be granted visas.

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

## **WARNING:**

All persons requesting visit visas are notified the Nigerian High Commission can demand additional documents at their discretion. Failure to supply more documents on request will cause an application to be rejected by the high commission.

# TOURIST VISA REQUIREMENTS FOR NIGERIA

**TOURIST VISA** (meaning actual tourists staying in real hotels - not visiting persons)

You must put these items in the application package:

- **original signed passport**, valid for at least 6 months after return to Canada,
- one (1) fully completed **typed** and **signed** Nigerian visa application form,
- one (1) recent 40mm x 40mm colour ID photo on white background, with name on back,
- a return air ticket showing entry and exit of Nigeria, or a letter from your travel agent,
- proof of confirmed hotel for the entire duration of the ticketed time in Nigeria,
- copy of the hotel ID card of the manager and the manager's Nigerian national ID card,
- signed letter from the applicant requesting the visa, explaining their tourist journey. It must say that they will *not* hold responsible for any problems the Nigerian High Commission,
- letter from employer confirming employment in Canada,
- evidence of sufficient funds to cover the cost of the trip --- copy of bank receipts in your name for purchase of US\$ covering at least US\$100 per day in Nigeria (a 7-day visit means US\$700.),
- copy of Yellow Fever certificate,
- applications for minors must be accompanied by letters of consent notarized by a Lawyer and signed by both parents and include copies of both parental passports; and the registration of birth with the names of both parents, embossed and notarized by a Lawyer.
- Nigerians holding Canadian passports must provide copies of their Nigerian passport,
- non-Canadians must submit a copy of their Permanent Residence card.
- dual nationals must use their Canadian passport when applying in Canada.
- Applicants who are **church or mission or religious visitors of any kind** require Immigration Approval from the NIS (Nigerian Immigration Services) in Abuja. Applicants engaged in religious or evangelical activities of any kind require Temporary Work Permit (TWP) approval from the Nigerian government. Do not apply for a tourist visa. Person visiting the Prophet Joshua group will not be granted visas.

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

**WARNING:** All persons requesting tourist visas are warned the Nigerian High Commission can and likely will demand additional documents at their discretion. Failure to supply more documents on request will cause an application to be rejected by the high commission.

## **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 Nigerian 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](mailto:generalinquiries@nigeriahcottawa.ca).  
Phone: 1-613-236-0521-3 ext 0 and 228  
Visa enquiries: ext 224 and 227)