

**POSTAL ADDRESS & CONTACT DETAILS:**

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**NIGERIA TWP APPLICATION PACK**

Please supply this form, fully completed (typed or by hand), with all documents in the checklist below. Failure to provide any of the documents will result in a delay to your application. All forms must be printed and signed.

If you are sending multiple applications at the same time and the return address is the same for all applicants, you only need to provide one request form per party.

**1. CHECKLIST OF DOCUMENTS YOU MUST SEND**

**COPY OF PASSPORT** - with a minimum of 6 months validity

**APPLICATION** - attached. The application is completed online so we provide a manual questionnaire to complete. Once your information has been placed onto the embassy system, we will email the application to you.

**UK PASSPORT PHOTO** - taken no more than 1 Month before submission

**LETTER OF INVITATION FROM NIGERIA** - addressed to The Nigerian High Commission London. It must be on letter headed paper including the full address of the company. It must state that the company takes full immigration responsibilities & the reason for the visit. This must be signed & dated by a senior member of staff & accompanied with the company Corporate Affairs Commission registration Certificate (CAC)

**LETTER FROM EMPLOYING BUSINESS** - addressed to the Nigerian High Commission London. It must be on letter headed paper including the full address of the company. It must state that the company takes full financial responsibilities & the reason for the visit. This must be signed & dated by a senior member of staff & not by the applicant.

**CABLEGRAM APPROVAL FROM NIGERIA**

**2. SERVICE OPTIONS**

**NIGERIA ONLINE APPLICATION SERVICE (£40.00 VAT inclusive)**

**3. RETURN OPTIONS**

**ROYAL MAIL SPECIAL DELIVERY BY 1PM (£9.50)**

**DHL EXPRESS (FROM £45.00)**

**OWN PREPAID, ADDRESSED ENVELOPE** - please note that we will not return any passport via 1st class post.

**PERSONAL COLLECTION** - we will inform you when the passport is available for collection & book an appointment for you.

**4. CONTACT DETAILS & RETURN ADDRESS**

**APPLICANT NAME**

**NAME OF CONTACT** - for your security, we will only correspond with the named party on this form regarding the application

**CONTACT PHONE & EMAIL**

**RETURN ADDRESS**

**5. DECLARATION**

I CONFIRM ACCEPTANCE OF THE TERMS & CONDITIONS AS WELL AS THE PRIVACY POLICY FOR VISASMART TRAVEL SOLUTIONS LTD. I ACKNOWLEDGE THAT NO GUARANTEE CAN BE PROVIDED AND THAT THE DECISION RESTS WITH THE GOVERNING BODY BEING APPLIED.

**SIGNATURE**

**DATE**

## INFORMATION FOR THE NIGERIA VISA SERVICE

Nigerian visas have a two step process. Firstly, the application must be completed online. At the time of completing the application, an appointment must be made for the applicant to attend the application centre in London to submit the application documents and supply fingerprints. We complete the online application, book your appointment & prepare your documents in order for them to be accepted at your appointment. The application pack will be emailed to you to print & sign ready to take to your appointment.

Please note that the application centre currently does not allow the collection of passports once the visa is ready. For this reason, all applicants must provide a pre-paid special delivery envelope to return the passport at the appointment. This can be purchased from the Post office before you attend or the application centre.

Fees: The visa fees must be paid by card at the centre – this would be done in two payments, £20.00 application centre handling fee & the requested visa fee. Please ensure you carry £10.00 in cash as they will also ask for this to make the payment at the centre. All cards must be in the applicants name which matches the details on the application form.

Processing time in the embassy is usually 1 week for standard service or 2 days for express service but can take longer. Please note that should the express service be used, you will need to take a postal order for the value of £100.00, made payable to the Nigerian High Commission.

Once the embassy has begun the process, the passport will be unavailable until the process is complete.

All non UK passport holders must prove UK residency to apply.

For EU nationals, you will need to supply your UK Residency or EU Settlement Scheme (EUSS). You must take the original and a copy to your appointment.

For non EU nationals, you must supply your UK Residence card which must have a minimum period validity of 6 months at the time of submission. You must take the original and a copy to your appointment.

Visas are valid from the date they are issued.

The TWP is issued with single entry only.

When your documents have been received, we will check that they are correct before contacting you (via the email address provided) to confirm receipt and provide your invoice. If you prefer to send your cheque or postal order with your documents, you can, however we request that no payment is made before we can check that everything is in order.

Payments can be made by PayPal, Bank Transfer, cheque or postal order. Please note that we do not begin to process your request until your payment has been made. All fees are per person.

When you receive the email to confirm when your documents have been received, it will contain your unique reference number. For all queries during your process, you must quote this reference number or we will not be able to provide information. This is to protect your security. We will only email with additional instruction or to confirm the return details for your passport which will contain your visa inside. You must check your visa on receipt & advise immediately if there are any queries.

You will only receive email updates if there are any delays.

For our terms and conditions, please see our website, [www.visasmart.co.uk](http://www.visasmart.co.uk). By using our services, you are agreeing to those terms.

Return methods carry their own terms and conditions. It is your own responsibility to view them on the respective service sites.

## VISASMART NIGERIA VISA QUESTIONNAIRE

THE FOLLOWING INFORMATION WILL BE USED TO CREATE YOUR VISA APPLICATION. ONCE COMPLETED, YOUR VISA PACK WILL BE EMAILED TO YOU WITH FULL INSTRUCTION. WE DO NOT ACCEPT ANY RESPONSIBILITY FOR FALSE OR INCORRECT INFORMATION.

NAME;

EMAIL ADDRESS;

WOULD YOU LIKE TO ATTEND YOUR APPOINTMENT IN LONDON OR LEICESTER?

WOULD YOU LIKE STANDARD (1 WEEK) OR EXPRESS SERVICE (2 DAYS)?

PREFERRED DATE & TIME OF APPOINTMENT;

APPOINTMENTS RUN MONDAY TO FRIDAY BETWEEN 9AM TO 3PM. DOCUMENTS SUBMITTED AFTER 12 WILL TAKE AN ADDITIONAL DAY IN PROCESS.

MARITAL STATUS;

RESIDENTIAL UK ADDRESS;

PHONE;

HAIR COLOUR;

EYE COLOUR;

HEIGHT;

DO YOU HAVE A PREVIOUS NIGERIAN VISA?

If yes, please tell us the purpose of visit;

HAVE YOU BEEN TO NIGERIA BEFORE?

IF YES, PURPOSE OF LAST VISIT;

TRAVEL DATE TO NIGERIA;

VALIDITY BEING REQUESTED;

This can be 3, 6 or 12 months. The embassy may only issue the validity requested on the invitation letter

DO YOU REQUIRE SINGLE OR MULTIPLE ENTRY?