TRAVEL VISA PRO
Call us for assistance – Toll-free: (866) 378-1722
Fax: (866) 511-7599
www.TravelVisaPro.com

NIGERIA VISA STEP-BY-STEP GUIDE

Thank you for considering **Travel & Visa Pro** for your **NIGERIA** Visa & Travel needs. You'll make an excellent choice if you use our services since our agency specializes in expediting Nigeria visas. Our travel professionals help you avoid delays, save money and time. *Please follow our FOUR Steps instructions*.

STEP ONE: Obtain, Complete, and SIGN these documents

- **A Valid Passport:** You have to MAIL us your current valid and signed U.S. passport. Passport should be valid at least SIX (6) months after your intended arrival to Nigeria. Also, you should make sure you have at least ONE (1) completely blank page for visas in your passport. If your passport is about to expire or needs more pages, please contact us and we will help to obtain new, renew or add pages to Your passport.
- **TWO (2) Passport Style Photographs:** We advice to go to a passport photographer since she/he is familiar with passport style photograph requirements. Photographs must be 2x2 inches in size. If you have a digital photograph, you can email it to info@travelvisapro.com with Your First and Last name in subject line. We will print it for additional $10.
- **$160 ONLINE PAYMENT RECEIPT AND COMPLETED NIGERIA VISA APPLICATION ONLINE:** All Nigeria visa applications must be submitted and PAID FOR electronically at the official Nigeria Visa Application website - https://portal.immigration.gov.ng/index.htm Please follow these tips to complete application correctly:
  - After submitting online visa application, please **COPY DOWN Application Id:** and **Reference No**: You **MUST MAIL** those numbers to us along with your other documents.
  - You MUST select Washington, DC for the Embassy, where your documents will be processed. Otherwise, your application will be delayed and you will have to re-do it.
  - If you have difficulties doing a confusing online application or making consular payment on Nigerian government website, we can help. Simply, complete the regular application **on Page 6** and mail with the rest of the paperwork. We will type the application up on government website and make **$160** consular payment online. This Concierge Service (http://www.travelvisapro.com/vip) will cost you only extra **$39** on top of all other fees.
- **Proof of Legal Status in the USA:** Copy of "Green Card" or Valid US Visa.
- **A Copy of Round-trip ticket/itinerary** that indicates your entry and exit dates from Nigeria. It must be on travel agent's letterhead. Alternatively, you can provide copy of the original round trip ticket or a print-out of electronic ticket. (Do NOT purchase the ticket, before the Visa is issued).
- **APPLICANTS UNDER 18** must provide letter of consent from each parent/guardian. All children under 18 years of age, who travel to Nigeria with US passport, need an authorization letter signed by both parents. No special form. It just state that each parent notarize a child to travel to Nigeria and must be signed and dated. It can be even a photocopy.
- **FOR TOURIST VISAS - Proof of Hotel Reservation(s):** You must provide a copy of your hotel reservations confirming your stay in Nigeria. If you are visiting family or friends you will need: (1) a letter from your sponsor (the person you are visiting) explaining your relationship with them and the purpose of your visit, (2) If your sponsor will be supporting you during your visit, or paying for the cost of the visit, you will need: pay-slips, bank statements, or some other evidence to show that they have enough money to support you, (3) Copy of first 3 pages of your host's Nigerian passport.

- **BUSINESS INVITE FROM NIGERIA (for Business visas only):** Please provide a business invite from **Nigeria company**, which includes**:**
    - The name of a reference/visiting firm in Nigeria.
    - Detailed explanation of the nature of business to be performed as well as duration of stay.
    - Company guarantee of financial responsibility for all travel expenses incurred by you.
    - The letter must be on company letterhead.

- **BUSINESS LETTER FROM US-COMPANY (for Business visas only):** Please provide a business invite from **your US company** on its letterhead.
- **COPY OF TELEX (for TWP visas only):** Please provide copy of Nigerian Immigration Approval Telex that lists the applicant'(s) name(s).
- **Travel & Visa Pro Visa Order Form** Please complete Travel & Visa Pro Visa Order Form (*see table below for processing time and fess*). This form gives us your name, address, exact shipping address for visa, and payment method. You do not have to fill order form for each applicant. If all visas are to be mailed to the same address, we just need one form and payment. Form is enclosed.

STEP TWO: Select Return Shipping method:

In order to keep our prices competitive, we ask you to pay for your visa return shipping from Nigeria consulate to your address. Because we use our FedEx account regularly, we get volume discounts and are willing to share them with you. Please select your preferred return shipping method and add *SHIPPING FEE* to your payment.

IMPORTANT: Fees are given per address and includes shipment of up to THREE passports/visas. If you have FOUR passports or more going to the same address, please **add $15.00:**

- **FREE** – Include Prepaid Self-Addressed Envelope
- **$15.00** -- FedEx Express Saver (4.30PM delivery on 3rd business day)
- **$20.00** -- FedEx Standard Overnight (3.00PM delivery on next business day)
- **$25.00** -- FedEx Priority Overnight (10.30AM delivery on next business day)
- **$39.00** -- FedEx SATURDAY Priority Overnight (12noon delivery on Saturday)
- **$39.00** -- FedEx Standard Overnight to HI, AK, PR (3.00PM delivery on next business day)
- **$39.00+ -** FedEx INTERNATIONAL Priority Overnight(12noon delivery to Canada)
-

STEP THREE: Make a Payment:

Please add shipping and our visa expediting fees (see table below) together and provide us with payment. We accept the following payment types:

- By Credit Card (Visa, MasterCard, Amex).
- PREFERRED METHOD: By Check/Money Order. Make checks payable to **"TRAVEL VISA PRO"**
- By PayPal: Send payments to info@travelvisapro.com

ALL PROCESSING TIMES ARE GIVEN IN BUSINESS DAYS

(5 BUSINESS DAYS PER WEEK MAX OR FEWER IF THERE ARE ANY HOLIDAYS)

Our fees already include: C***onsular fee***, ***Consulate courier service,*** and ***our service fee***.

NIGERIA VISAS FEE SCHEDULE

(Maximum stay is 90 days per visit)

Total: a) + $160 Consular Fee is Paid ONLINE (via government site)
b) + $39 concierge fee (if selected)
c) + below fees

Processing time --> **in BUSINESS DAYS** **** - Embassy is closed on Fridays***	**NEXT-DAY***	**2-3 Days***	**4-5 Days***	**8-10 Days***
TOURIST – SINGLE ENTRY for 6 months from issue day	**$85+$249=$334**	**$85+$169=$254**	**$85+$99=$184**	**$30+$59=$89**
TOURIST – MULTIPLE ENTRY for 6 months from issue day	**$85+$249=$334**	**$85+$169=$254**	**$85+$99=$184**	**$30+$59=$89**
BUSINESS – SINGLE ENTRY for 6 months from issue day	**$85+$249=$334**	**$85+$169=$254**	**$85+$99=$184**	**$30+$59=$89**
BUSINESS – MULTIPLE ENTRY for 6 months from issue day	**$85+$249=$334**	**$85+$169=$254**	**$85+$99=$184**	**$30+$59=$89**
TEMPORARY WORK PERMIT (TWP) – SINGLE ENTRY for up to 3 months from issue day	**n/a**	**$165+$169=$334**	**$165+$99=$264**	**$100+$59=$159**
SUBJECT TO REGULARIZATIN (STR) –	**Call for requirements and pricing**			

NEW SERVICE **FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99 per person**	This affordable passport replacement program offers **FREE** replacement of your passport if it has been lost, stolen, or damaged **– for total up to $299 in free services**. Upon receipt of your claim, we will secure the fastest speed necessary to process your passport. Please read complete terms and conditions of the program at http://www.travelvisapro.com/index.php?travel,do.index.

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229-3210
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

STEP FOUR: Mail your application

Please mail all required documents to us. See document checklist below. We recommend you to send your paperwork via traceable, overnight delivery service such as FedEx, DHL, USPS Express or similar courier.

Attn: Nigeria Visa Dept.
Travel Visa Pro
1802 Vernon St NW,
Washington, DC 20009

IMPORTANT SHIPPIPNG ADVICE:	If you need to order passport assistance (e.g. New Passport, Add Pages, Renewal, etc.) before we can process your visa, please mail your package to our Passport Center in San Francisco (do not mail your documents to DC OFFICE): **Travel Visa Pro, 2021 Fillmore Street, San Francisco, CA 94115 (415)-229-3210**

TERMS AND CONDITIONS: Travel & Visa Pro acts only as an agent, and only Embassy/consular officials and U.S. Passport Office agents make the final determination when deciding how fast a visa or passport will be issued and for what period of time (validity) visas can be issued. U.S. Passport Services reserve the right to prioritize the processing according to the departure date provided by the applicant. Embassy/consulate officials also have the right to ask for additional documentation in order to issue a passport or visa. Travel & Visa Pro accepts no responsibility for the services of the Passport Agency or Embassy/Consulate in connection with the granting of passports or visas, nor for any delays, loss of passports or other materials occasioned by such services or by any delivery services such as FedEx, UPS, or the US Postal Service. Damage compensation is not available. In the case where a visa or passport application has been canceled or rejected, the service fee will be non refundable. In case mistake is made on our part in dates/names, please notify us within 12 hours after receipt of your visa for necessary corrections to be made. If your trip has been postponed or dates are changed, some consulates permit visa correction for a fee. An administrative fee of $17 will be added to all cancelled orders.

TRAVEL & VISA PRO ORDER FORM

Call us for assistance – 866-378-1722 www.TravelVisaPro.com
Fax – 866-511-7599 info@TravelVisaPro.com

TRAVELER(S) INFORMATION: REFERRED BY/COUPON CODE: _____.

Date Passport(s) must be back in your possession or date of your next international trip: ____ / _____ / _____
mm dd yyyy

Exact Dates Visa will be valid for: ENTRY _____ / _____ / _____ **EXIT** _____ / _____ / _____
mm dd yyyy mm dd yyyy

Traveler #1 Name:_____ **Traveler #3 Name:**_____
First Last First Last

Traveler #2 Name:_____ **Traveler #4 Name:**_____
First Last First Last

RETURN DOCUMENTS TO THIS ADDRESS:

Contact Name:_____ **Company:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____
NO P.O. BOXES

E-mail: _____ **Signature Required for Delivery?** ☐ **YES** ☐ **NO**

Phone: _(_____)_____ **Cell:** _(_____)_____**Fax:** _(_____)_____

Shipping Method :

- ☐ **+ $0** (will include my own postage)
- ☐ **+ $15 FedEx Express Saver**
- ☐ **+ $20 FedEx Standard Overnight**
- ☐ **+ $25 FedEx Priority Overnight**
- ☐ **+ $39 FedEx Standard Overnight to states of HI, AK, or PR**
- ☐ **+ $39 SATURDAY FedEx Overnight**
- ☐ **+ from $39 for International FedEx**

SERVICES REQUESTED: Select the type of service you request by placing check mark in the appropriate box

COUNTRY(visa is for): _____ **Visas Type:** ☐ **TOURIST** ☐ **BUSINESS** ☐ **OTHER** _____

Processing time: (see country specific and available options): **ENTER NUMBER OF DAYS:**_____

Number of Entries: ☐ **SINGLE** (one entry, one exit) ☐ **DOUBLE** (two entries, two exits) ☐ **MULTIPLE** (unlimited)

Visa Validity (in months): ☐ **ONE** ☐ **THREE** ☐ **SIX** ☐ **TWELVE** ☐ **OTHER** _____

☐ **PLEASE ADD FREE PASSPORT REPLACEMENT COVERAGE FOR $9.99.** By checking this box, I agree to enroll into passport replacement program. I authorize Travel Visa Pro to add $9.99 charge per person to other fees paid. I have read and understood all terms and conditions of the program which are posted at http://www.travelvisapro.com/index.php?travel,do.index.

PAYMENT METHOD FOR APPLICABLE FEES: please enter total HERE: $_____

PAID BY ☐ **Credit Card** ☐ **Money Order** ☐ **PayPal** ☐ **Check #:** _____

I hereby authorize Travel & Visa Pro to charge the cost of its professional visa and passport services to the following card. I agree to pay this amount to my credit card company and agree to terms and conditions. I understand that requirements, fees, and processing times are subject to change without prior notice and all fees are non-refundable. An administrative fee of $17 will be added to cancelled orders.

Name on Card:_____ **Signature:**_____

Credit Card #:_____ **Expiration Date:** _____ / _____ **Security Code:** _____
mm yyyy

Billing Address: ☐ **Same as Shipping** ☐ **Other:** _____

In San Francisco:
2021 Fillmore St
San Francisco, CA 94115
Local: (415) 229 3210
Email: info@travelvisapro.com

In Washington DC:
1802 Vernon St NW
Washington, DC 20009
Local: (202) 684 7150
Email: dc@travelvisapro.com

In New York:
167 Madison Ave., Ste 201
New York, NY 10016
Local: (212) 380 7866
Email: ny@travelvisapro.com

In Houston, TX:
3401 Louisiana St, Ste 130
Houston, TX 77002
Local: (713) 936 0773
Email: houston@travelvisapro.com

In Los Angeles:
373 S Doheny Dr, Ste B
Beverly Hills, CA 90211
Local: (310) 878 2590
Email: la@travelvisapro.com

Travel VISA pro

DEMYSTIFYING THE TRAVEL VISA & PASSPORT

Please complete the following 2 (TWO) pages
only if you wish to sign up for

CONCIERGE SERVICE FOR NIGERIA VISA*

By filling out the application below, you acknowledge and agree to be charged additional fees for:

+ $160 for Travel Visa Pro making consular payment online and
+ $39 for Travel Visa Pro typing up your application online.

** - If you do not wish to sign up for $39 concierge service, please do application, make payment online at: https://portal.immigration.gov.ng/index.htm and mail us corresponding payment receipt, reference ID and Application Id.*

APPLICATION FOR NIGERIAN VISA

This form must be completed in full. Your application may be rejected for wrong and misleading information.

1. Surname_____Name_____MI_____

2. Former Names and Aliases (if any)_____

3. Sex_____(Male/Female)

4. Present Nationality_____4b. Previous Nationality (if any) _____

5. Place of Birth (City)_____(Country) _____

5b. Marital Status _____ (Married/Single/Widow/Widower)

6. Date of Birth _____(d/m/y)

7. Residential Address _____

7b. Telephone Number _____

8. Office Address _____

8b. Telephone Number _____

9. Profession _____

10. State what branches of the Armed Forces of your country you have served in or are serving in

_____ From_____ To _____

11. Colour of Hair _____Colour of Eyes _____Height_____ Complexion _____

12. Visible identification marks _____

13. Passport No. _____Date Issued _____ (d/m/y) Issuing Government _____

14. Reason for Journey _____

15. Date of previous visit to Nigeria and address at which you stayed _____(d/m/y)

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16. Proposed date of travel _____ (d/m/y) 17. Length of stay _____

18. If your reason for journey to Nigeria is for employment, state :

a) Name of Employers _____

b) Post to be occupied _____

c) Give a full description of job

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19. Persons joining spouses, parents or relatives, should give full particulars of the employment of spouses, parents or relatives in Nigeria including the address of where they reside

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_____

20. How long has/have your spouse/parents/relatives been in Nigeria _____

21. Give your intended address in Nigeria (NOT P.O. BOX) _____

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22. Have you applied for a Nigeria visa before? Yes/No _____

23. Where did you apply for the visa _____

24. Indicate whether visa was Granted or Rejected _____

25. Give reason if visa was Rejected _____

26. How long have you lived in the country where you are applying for Visa/Entry _____

27. Give a list of the countries you have lived in for more than a year during the last five years :

COUNTRIES	CITIES	DATES
_____	_____	_____
_____	_____	_____
_____	_____	_____

In applying for Visa/Entry Permit, I understand that I will be required to comply with the Immigration and other laws governing entry of immigrants to Nigeria.

Signature _____ **Date** _____**(d/m/y)**