



**NIGERIA  
IMMIGRATION  
SERVICE**

# **VISA ON ARRIVAL APPLICATION GUIDE.**

**BUSINESS  
MADE 7  
EASY**



Driven by:  
**PRESIDENTIAL  
ENABLING BUSINESS  
ENVIRONMENT  
COUNCIL (PEBEC)**

# STEP 1

## APPLY ONLINE

- Visit the Nigeria Immigration Service (NIS) portal <https://portal.immigration.gov.ng/pages/welcome>, scroll down to the "Visa on Arrival" section and select "Apply for Visa on Arrival".

HOME ABOUT US CONTACT US NEWS LOGIN

### APPLY FOR VISA ONLINE

Application for Nigerian Visas can now be completed online from anywhere on the globe.

Apply

NOTIFICATION: Address Verification & Delivery Charge is applicable to Passport applications processed and paid in NIGERIA ONLY.

IMMIGRATION SERVICE

Passport

VISA

ECOWAS

About NIS

Passport

Visa

ECOWAS Travel Certificate

#### Free Zone

Expatriates working in Free Zone-licensed companies are now required to apply online for all Immigration facilities.

Entry Visa - Guidelines

Expatriates - Guidelines

Re-entry Visa - Guidelines

CERPAC Application Guidelines

Re-Entry Visa Application Form

#### VISA on Arrival

Application for Nigerian Visa on Arrival Program can now be completed online from anywhere on the globe. Application guidelines are also available online.

Program Guidelines

**Apply for Visa on Arrival**

Visa On Arrival FAQs

#### ECOWAS Residence Card

ECOWAS Residence Card is issued to citizens of other ECOWAS member states that are resident in Nigeria.

Application Guidelines

Apply Fresh

Renew

#### Application Status

You can check your application status online by clicking the appropriate link below.

Application Payment Status

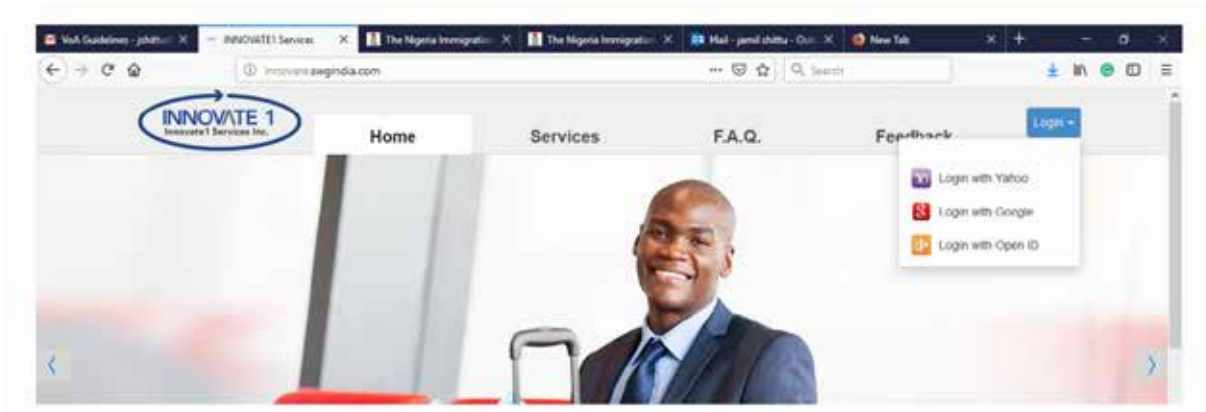
Change Request Status

- Click on the drop down button for the "Applying Country" to select the country from which you are applying. The Processing Country is pre-selected as Nigeria. Read the instructions carefully, then click "Start Application".

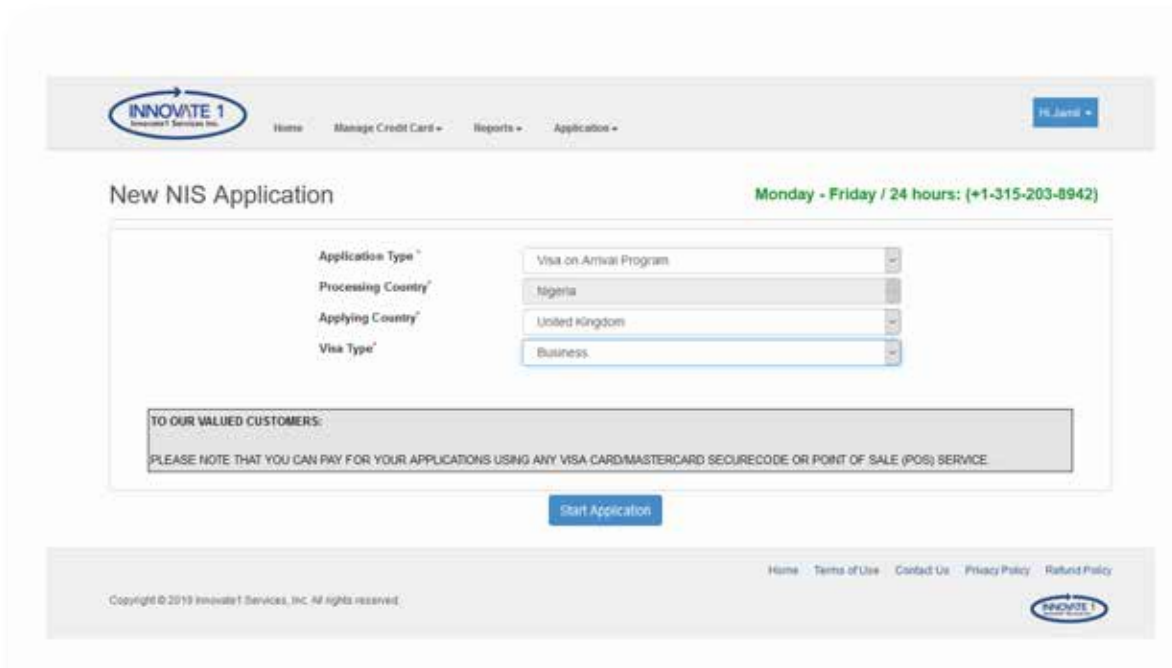
NB: You will be directed to the "Innovate 1 services website" to complete application and payment.



- On the Innovate 1 services website, click on the login button. To login, you must use an existing email account (Google, Yahoo or OpenID account)

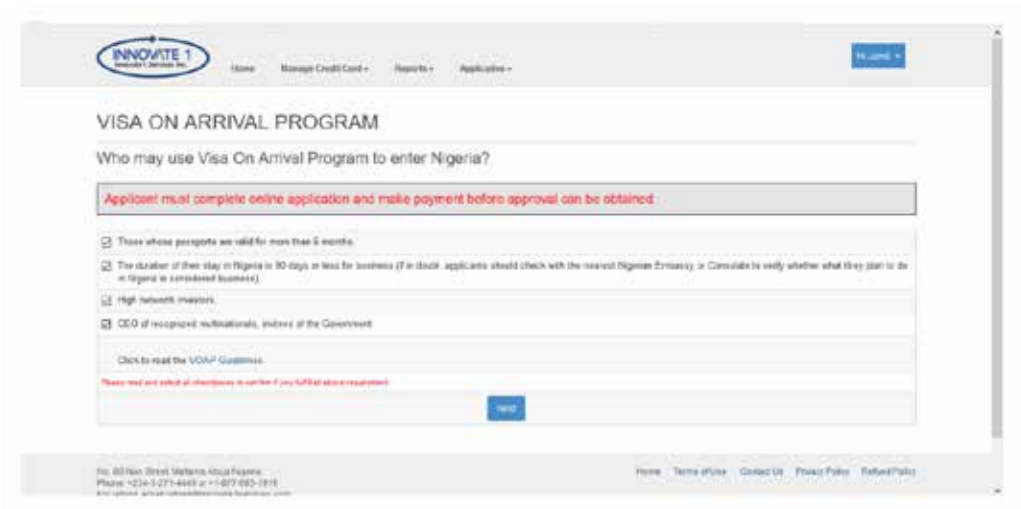


- On the dashboard, click “Application”. Then, select “New Application” from the dropdown list, fill the required fields on the next page and click “Start Application” when done.



## NB- ONLY AFRICAN NATIONALS QUALIFY FOR VISITOR/TOURIST VISA ON ARRIVAL

- Check all the boxes to confirm your qualification for the Visa on Arrival then click “Next”.



## NB: Ensure to read the Visa on Arrival Program Guidelines before you continue.

- Complete all steps (1-7) required when filling your application form. At step 6 in the application form, your application ID and reference number will be generated and displayed on your screen. Review and click the “print and continue” tab. At step 7, click on “Proceed to checkout”.

Please note the following;

- All fields marked with red asterisks are mandatory.
- For present nationality, please select the nationality of the travel document you are travelling with.
- When selecting your height, click the dropdown menu and choose either centimetres, Feet or Meters then click update.
- When you are asked to fill out numbers or amounts, please enter only the number and do not include symbols, letters or spaces.
- Please upload relevant documents required in the specified formats and sizes. You will be required to upload the following original documents:
  - Passport Photo
  - Introduction/Application Letter
  - Copy of Passport Data Page
  - Copy of Airline Return Ticket
  - Invitation Letter from Host Company
  - Corporate Affairs Commission Certificate from Host Company, or in case of NGO's a letter of Permission.

NB- Introduction/Application Letter should be addressed to The Comptroller General of Immigration, NIS HQ, Abuja. Stating the following:

- Name of Applicant indicating Nationality
- Passport number of Applicant
- Purpose of visit
- Proposed date of visit
- Proposed port of entry
- Flight itinerary
- Address in Nigeria or Hotel Reservation

The screenshot shows the INNOVATE 1 Visa on Arrival Program (STEP 1) application form. The header includes the INNOVATE 1 logo and navigation links: Home, Manage Credit Card, Reports, and Application. A user profile dropdown shows 'T. Jant'. The main heading is 'Visa on Arrival Program (STEP 1)'. Below this is a box titled 'Requirements for Business/Investor Visa:' containing a list of requirements:

- PASSPORT VALID FOR AT LEAST 6 MONTHS.
- DULY COMPLETED VISA APPLICATION FORM.
- TWO RECENT PASSPORT PHOTOGRAPHS.
- A LETTER OF INVITATION FROM A COMPANY/HOST IN NIGERIA ACCEPTING IMMIGRATION RESPONSIBILITY.
- EVIDENCE OF ONLINE PAYMENT FOR VISA FEE.
- SELF SPONSORED (BUSINESS MEN MAY NOT REQUIRE LETTER OF INVITATION BUT WILL BE REQUIRED TO SHOW EVIDENCE OF SUFFICIENT FUNDS).
- INTRODUCTION LETTER (FROM APPLICANT).
- CAC CERTIFICATE OF HOST COMPANY OR PERMISSION FOR AN NGO.
- FLIGHT ITINERARY.
- ONLY APPLICANTS WITH THE ABOVE REQUIREMENTS WOULD BE ALLOWED ENTRANCE INTO NIGERIA FOLLOWING FURTHER INTERVIEW.

Below the requirements is a progress bar with steps: APPLICATION, STEP 1, STEP 2, STEP 3, STEP 4, STEP 5, STEP 6, and STEP 7. The 'Personal Information' section includes input fields for 'Last Name (Surname)' and 'First Name'.

# STEP 2

## MAKE PAYMENT ONLINE

- To make payment, click on "proceed to online payment" on the Cart items page
- Read all instructions carefully, select your means of payment, check the required box and click "Next".

**Cart Items**

APPLICATIONS PAYMENT

STEP 1 STEP 2 STEP 3

TO OUR VALUED CUSTOMERS:  
PLEASE NOTE THAT YOU CAN PAY FOR YOUR APPLICATIONS USING ANY VISA CARD/MASTERCARD SECURECODE.

Cart Total Application Capacity : 5  
Cart Total Amount Capacity : 2500

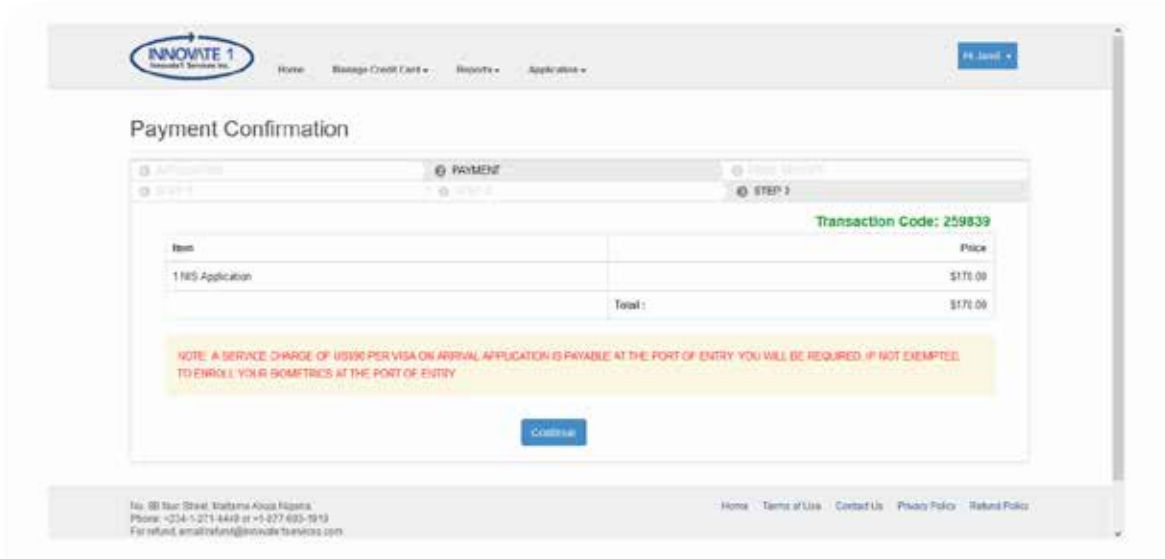
**Add Existing Application to Cart**

Application Type \* Application Id \*  
Please select APPLICATION ID [Add to Cart](#)

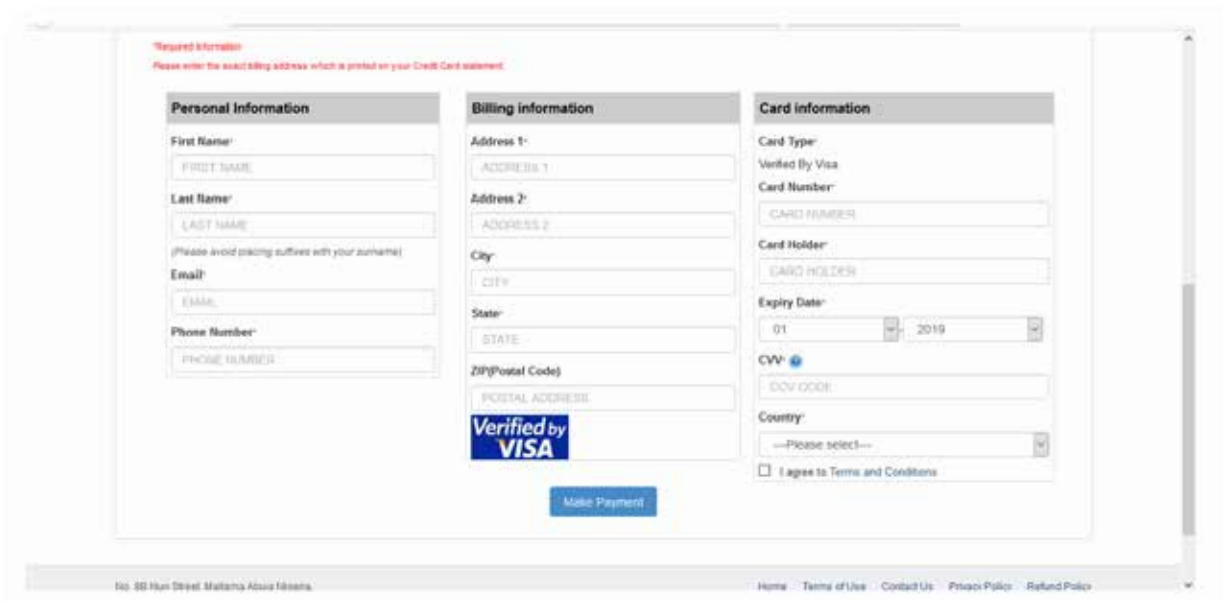
S. No.	Type	Name	Application Id	Reference Number	Price()	Actions
1	Visa on Annual	Mr Shibu Jami	51459	1719539807	170.00	<a href="#">X</a> <a href="#">🔄</a>
					Total:	170.00

[Start Another Application](#) [Proceed To Online Payment!](#)

- Confirm that the payment information displayed is accurate then click on the “Continue” tab.



- Input payment details and click on the “make payment” tab.  
Please Note: Payment for your Visa application must be made or else it will not be processed.





- The application would be processed, after which, an Approval Confirmation and Approval Letter would be sent to your email within 48hrs (2 working days).

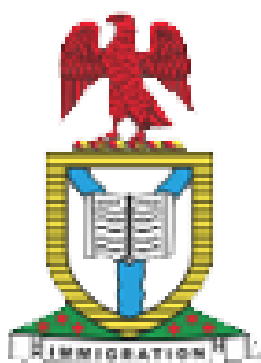
Please Note: Successful online payment is not an approval. Applicant should not proceed to Nigeria until receipt of 'Visa on Arrival Approval Letter'.

- The Approval Letter attached to your email, will contain your biographic details, ID and reference numbers. Print this and present it to the airline to enable you to board your flight.

# STEP 3

## ARRIVE AT THE PORT OF ENTRY AND PROCEED FOR BIOMETRIC ENROLMENT, VISA ISSUANCE AND IMMIGRATION CLEARANCE

- Upon arrival at the Port of Entry, proceed to the desk marked 'Visa on Arrival' for biometric enrolment and issuance of entry Visa. Present the following documents at the Port of Entry:
  - Visa Approval Letter, valid for 14 days from the date of issuance
  - Evidence of online payment
  - Valid Passport with minimum of six months validity
  - Valid return ticket



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