

# Step-by-Step Guide for a Business Visa on Arrival Application



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## 1. Access the Portal, Sign In, and Start a New Application

Go to <https://voa.immigration.gov.ng/detail> to begin the visa-on-arrival (VOA) application process.

- Sign in using **Google** or **Open ID** for quick access.
- Click on “**Create New Application**” to start the process.

## 2. Select Application Type

- **Visa Type:** Business
- **Passport Type:** Standard

## 3. Fill Out the Online Application Form

Enter the required details, including:

- Personal information (full name, date of birth, nationality)
- Passport details (passport number, issue/expiry date)
- Travel details (arrival date, purpose of visit, duration of stay)
- Business details (company to be visited, address, contact person)

## 4. Upload Required Documents

Scan and upload the following documents:

- Passport biodata page (**must be valid for at least six months from the date of application**)
- Recent passport-sized photograph
- Invitation letter from **The Sickle Cell Support Society of Nigeria (SCSSN)**
- **Certificate of Incorporation (CAC) – This will be provided by The Sickle Cell Support Society of Nigeria (SCSSN)**
- Introduction letter from applicant’s employer (confirming purpose of visit)
- Flight itinerary

## 5. Review and Submit Application

Carefully check all details and uploaded documents before submitting the application.

## 6. Make Payment

Pay the visa fee using a debit/credit card or other available online payment options. Once successful, print the **payment receipt**.

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## 7. Receive Approval Letter

After submission and payment, the application will be processed. If approved, an official **Visa on Arrival Approval Letter** will be sent via email.

## 8. Print Required Documents

Before traveling, print the following documents:

- Visa on Arrival Approval Letter
- Payment receipt
- Copy of the completed application form
- Supporting documents (passport, invitation letter, etc.)

## 9. Arrive in Nigeria and Present Documents

Upon arrival at a Nigerian airport, proceed to the **Visa on Arrival Desk** and present:

- Printed Visa on Arrival Approval Letter
- Valid passport
- Proof of payment
- Supporting documents

## 10. Biometric Capture and Visa Issuance

After verification, biometric data will be captured, and the visa will be stamped in the passport, allowing entry into Nigeria.

## Important Notes

- **Passports must have a minimum validity of at least six months from the date of visa application submission.**
- Ensure all uploaded documents are clear and properly formatted.
- The Visa on Arrival is only processed at designated Nigerian airports.
- Processing times may vary, so apply well in advance of your intended travel date.

For further assistance or additional inquiries, please contact  
[conference@oisservices.com](mailto:conference@oisservices.com)

## OIS GLOBAL OFFICE LOCATIONS

COUNTRY	CITY	OFFICE LOCATION ADDRESSES
Nigeria	Abuja	No.5 Onitsha Crescent, Off Gimbiya Street, Area 11, Garki, Abuja
Netherlands	Amsterdam/The Hague	First Floor, Regus Building, Koningin Juliana Plein 10. Postcode 2595AA, The Hague Central station,
Turkey	Ankara	Buyukesat Mahallesi, Ugur Mumcu'nun Sokagi, Konak Apartmani, No:49/3 CANKAYA/ANKARA
	Istanbul	OIS Istanbul Sahrayicedit Mahallesi, Atatürk Caddesi, Onur İş Merkezi, B Blok, No:3/7 Kadıköy/Istanbul
USA	Atlanta	OIS Atlanta. GA, 918 Holcomb Bridge Road, Suite 204, Roswell, Atlanta, GA 30076
	Los Angeles	OIS Los Angeles 5757 W. Century Boulevard, 90045 Los Angeles, California.
	Chicago	4001 West Devon, Suite 509. Chicago IL 60646
	Houston	OIS Services, 9894 Bissonnet Street, Suite 745 Houston TX 77036.
	New York	OIS New York, 370 Lexington Ave, Suite 613 New York, NY 10017.
	Washington DC	OIS WASHINGTON DC, 11900 Parklawn Drive Suite 160, Rockville MD 20852.
China	Beijing	Suite 908, Building B Kunsha Centre, No. 16 Xin Yuan Li Street, Chaoyang District, Beijing.
	Guangzhou	Room 8E, 8th floor, Wingkin Square, No.29 Jianshe6malu, Yuexiu District, Guangzhou.
	Shanghai	Room 506A, Zhongguancun Science Building, No.2911 North Zhongshan Road, Putuo
Lebanon	Beirut	OIS Services, Beirut, Lebanon Jnah-Beirut Opposite Rafik Hariri University Hospital Mais 6
Egypt	Cairo	2ND FLOOR AT 51-ELNOOR ST, ELDOKI, GIZA, EGYPT.
South Africa	Cape Town	No 50, Long Street, Cape Town.
	Johannesburg	6 Bolton Road Parkwood Rosebank, 2193, Johannesburg, South Africa
UAE	Dubai	22A (22nd floor), Silver Tower, Cluster I, Jumeirah Lake Towers, Dubai, U.A.E
UK	London	56-57 Fleet Street, London, EC4Y 1JU
	Manchester	OIS SERVICES Regus ST JAMES TOWER 7 Charlotte Street Manchester M1 4DZ United Kingdom
Spain	Madrid	C.de Maudes, 62. 28003, Madrid
India	Mumbai	Plot No. C-38/39, Parinee Crescenzo, G-Block, 12th Floor, Bandra Kurla Complex, Bandra East, Taluka-Andheri, Mumbai - 400051, Maharashtra.
	New Delhi	C/O Central Board of Irrigation & Power Plot No. 4, Ground Floor, Institutional Area, Malcha Marg, Chanakyapuri New Delhi-110021

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France	Paris	9 Rue Paul Valery 75116 Paris, France
Italy	Rome	Solutions S.R.L., Via Sicilia, 30 00187 Rome, Italy
Germany	Berlin	Warmensteinacherstraße Straße 59 a, 12349 Berlin, Germany
Morocco	Rabat	Millennium Business Centre, Av. Mehdi Ben Barka, Rabat 10170. Morocco