

Step-by-Step Guide for a Nigerian Business Visa Application (Single Entry, Standard Passport)



1. Access the Website

- Log in at <https://visa.immigration.gov.ng/dashboard> to begin your application.
- Sign in using Google or Open ID for quick access.

2. Start a New Application

Click on "**New Application**" and select the following options:

- **Visa Category:** Business
- **Passport Type:** Standard
- **Visa Type:** Single Entry
- **Visa Class:** Business

3. Complete the Application Form

Fill in the required details, including:

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

4. Review and Confirm Application

Carefully check all details before proceeding.

5. Make Payment

- Pay the visa fee online using a debit/credit card.
- Print the **payment receipt** for reference.

6. Book an Appointment

Schedule an appointment at the nearest **OIS Center** for biometric capture and document submission. *(If an OIS Center is unavailable in your location or country, please refer to the visa-on-arrival application).*

7. Attend the Appointment

On the scheduled date, visit the designated center with your passport and all original documents required and copies. Some applicants may be required to attend an interview.

8. Track Your Application

Monitor your visa status through the online portal. Updates may also be sent via email.

9. Collect Your Visa

Once approved, follow the instructions provided for visa collection. You may either:

- Pick it up in person at the OIS Center or receive it by courier (if applicable).

Important Notes

- **Passports must be valid for at least six months from the date of visa application submission.**
- Ensure your invitation letter and other supporting documents are properly signed and stamped.
- Visa fees and processing times may vary depending on your nationality.
- Apply well in advance of your intended travel date.

For further assistance or additional inquiries, please contact
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 Sahrayıcedit Mahallesi, Atatürk Caddesi, Onur İş Merkezi, B Blok, No:3/7 Kadıköy/İstanbul
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