



Dear Applicant,

Thank you for choosing Key Travel to handle your **STR visa for Nigeria**

*STR Visa (Employment Visa) is granted when applicant is taking up employment in Nigeria*

Your visa pack contains:

- Embassy Information
- Visa requirements for an STR Visa
- Guide to help with completing the online application form.
- Guidance on how to write a Business Letter
- Visa Fees
- Key Travel Booking form

Once you have gathered all the information required please send to Key Travel's visa department

Key Travel  
Visa Department  
1<sup>st</sup> Floor  
28-32 Britannia Street  
London  
WC1X 9JF

We recommend you use a secure delivery, such as Royal Mail Special Delivery, DHL or TNT

Once our visa department has received your application you will be notified by email on the process of your application in three separate stages

- Submission at the embassy
- Collection of the visa
- Despatching of the visa

Our visa department will contact you if further documentation is required.

Our visa department is committed to offering you a secure and easy service in the process of your visa.

Sincerely,

Visa Department  
Key Travel  
[www.keytravel.co.uk](http://www.keytravel.co.uk)



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## Nigeria STR Employment Visa

*STR Visa (Employment Visa) is granted when applicant is taking up employment in Nigeria*

Nigerian Embassy  
9 Northumberland Avenue  
London  
WC2N 5BX

Tel: 0207 839 1244  
Fax: 0207 839 8746

Website: [www.nigeriahc.org.uk](http://www.nigeriahc.org.uk)

Opening times: 10:00 – 16:00

### Important Information

- *Due to the late release of visas from the Nigerian Embassy, Key Travel will collect Express Service visas 48 hours after submission. A next day collection is still available however additional fees will occur*
- *As of the 8th April 2013, The Nigerian embassy will be using a processing centre called OIS to handle visa applications. All application now need to be submitted through OIS. Additional fees will occur. Please see fees.*
- As of the 7<sup>th</sup> March 2011 the Nigerian embassy has instituted an online visa application form, payment for the visa needs to be paid by the passenger, online in US Dollars using a debit/credit card.
- Once you have completed the application you need to print out the form then proceed to Payment online, once you have made your payment you need to print out the following receipts **Visa Acknowledge Slip and Visa Payment Receipt**. Key Travel will be unable to process your visa without both receipts.
- Key Travel requires applications for Nigerian in the office by 1pm in order to get them submitted the following day. Those received in after 1pm will not be processed until the day after.
- Whilst Key Travel do everything possible to ensure that the visa is issued correctly we have no control over the embassies decision on the type or length of visa issued. Embassies are within their rights to refer any visa applications to the government authorities of their country



## Requirements

### *Visa Application Form*

- Four fully completed application forms (complete one online then photocopy it) please make sure that all forms are originally signed and dated
- Click [www.immigration.gov.ng](http://www.immigration.gov.ng) Click apply online, then click entry visa application form (on the top right hand side) Select processing country as United Kingdom. In order to start the application process you need to sign in or register with Google or Yahoo. Once completed print out the application form and signs and dates where needed. ***Full guidance can be found below.***
- Please also include a photocopy of completed form.

### *Passport - The applicant's actual passport - This must*

- Valid National Passport (minimum period validity 6 months at the time of submission)
- Must have at least two blank pages adjacent to each other
- Be valid for at least one year beyond date of entry.

### *Photographs*

- Four passport size photographs
- Must be on a white background
- Be taken within the last six months
- Must be signed by the applicants on the back
- Scanned and printed photographs will not be accepted. Key Travel recommends using a photo booth

### *Online Payment Slips*

- Payment & Acknowledge slips printed when completed the online application form

### *Request for an STR Visa - From the applicant's employer in the UK*

- Must be on company headed paper.
- Fully addressed to the Nigerian embassy
- Include the applicant's full name.
- Include the name of the prospective employer
- Signed by someone other than the applicant i.e. Company director or HR department



### *Letter of Invitation - A letter from the prospective employer*

- Be fully address to the Nigeria High Commission
- Request for an STR visa for the applicant (must state applicants full name)
- Must state that the prospective employer's acceptance of the Immigration responsibilities on behalf of the applicant

### *Letter of offer of Employment - Letter from employer in Nigeria*

- Must be from potential employer
- Must state job offer, type of contract, date due to start

### *Letter of acceptance*

- This needs to be from applicants, addressed to employer in Nigeria
- State acceptance of job offer

### *Proof of Approval*

- A copy of the approved expatriate quota

### *Employment Contract*

- Must be signed and dated by both prospective employer and applicant

### *Employment Qualifications* -Evidence of academic qualifications in the field in the job being applied for in Nigeria

- Original certificate(s)/Diplomas (s)/Credential(s) must be provided.

### *Curriculum Vitae*

- The applicants original Curriculum Vitae

### *Travel Arrangements*

- Copy of applicants flight itinerary

### *Exceptions for Non UK passport holders*

- Non UK nationals must have a valid UK residency stamp/visa in their passport
- EU passport holders need to provide **two** recent utility bills within the last six months i.e. Water, Gas, Electric or Council Tax bill (mobile phone bills and banks statements are not acceptable)



### *Photocopy of complete application*

- Four Sets of photocopies of all documentation needs to be provided
- *If you require us to complete all the photocopies a fee of £15.00 plus VAT will apply*

### *Key Travel Booking Form*

- Please ensure this form is completed.
- Please include name and email address of the person who wishes to be contacted regarding the application.
- If applicable for invoices please ensure a purchase order number is provided.

### *Processing Time*

- Normal Service - minimum 8 working days
- Express Service - minimum 5 working days

### *Fees*

*The table below is broken in two parts. Processing Fees we pay the embassy and now the new charges from OIS. Both fee are paid in postal orders. Fees below include the post office charge*

<i>Visa Type</i>	<i>Embassy Processing Fees (Paid in postal Orders)</i>	<i>OIS Charges</i>	<i>Total Cost</i>
Work Visa (STR) Normal Service	£56.25	£81.00	£137.25
Work Visa (STR) Express Service	£112.50	£81.00	£193.50

Please note there are Key Travel handling charges in addition to the consular fees above. Please contact your dedicated reservations team for further information

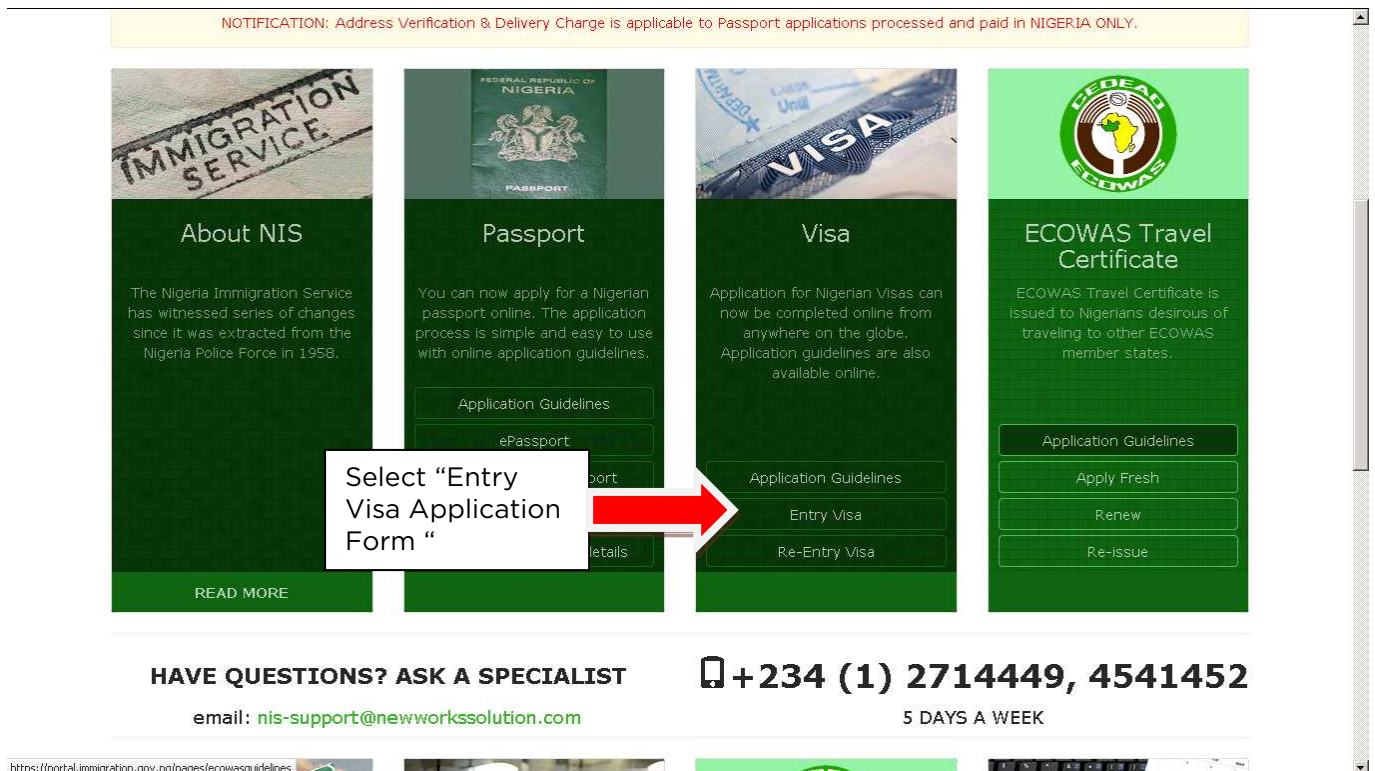
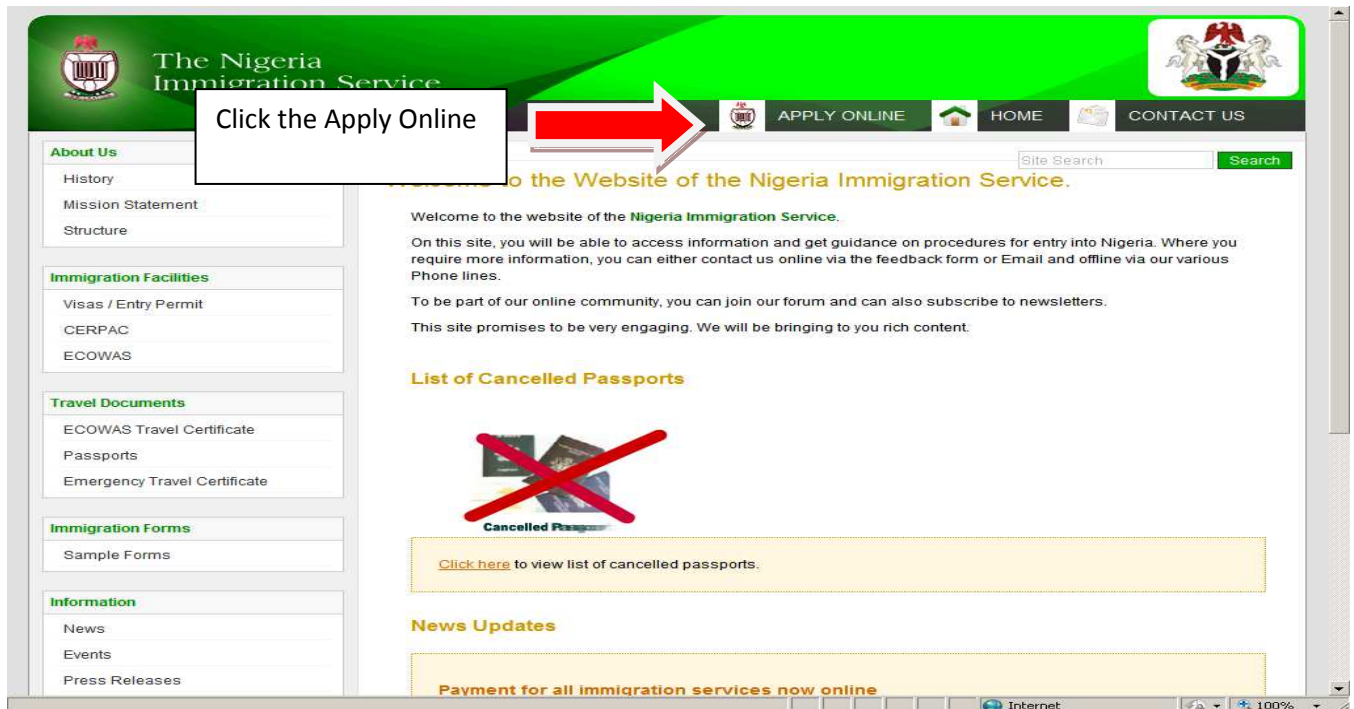
All fees quoted are subject to alteration by the embassy concerned. The embassy has the right to ask you to provide additional documentation to support your application

The embassy and Key Travel recommends that you do not confirm your flights prior to obtaining a valid visa

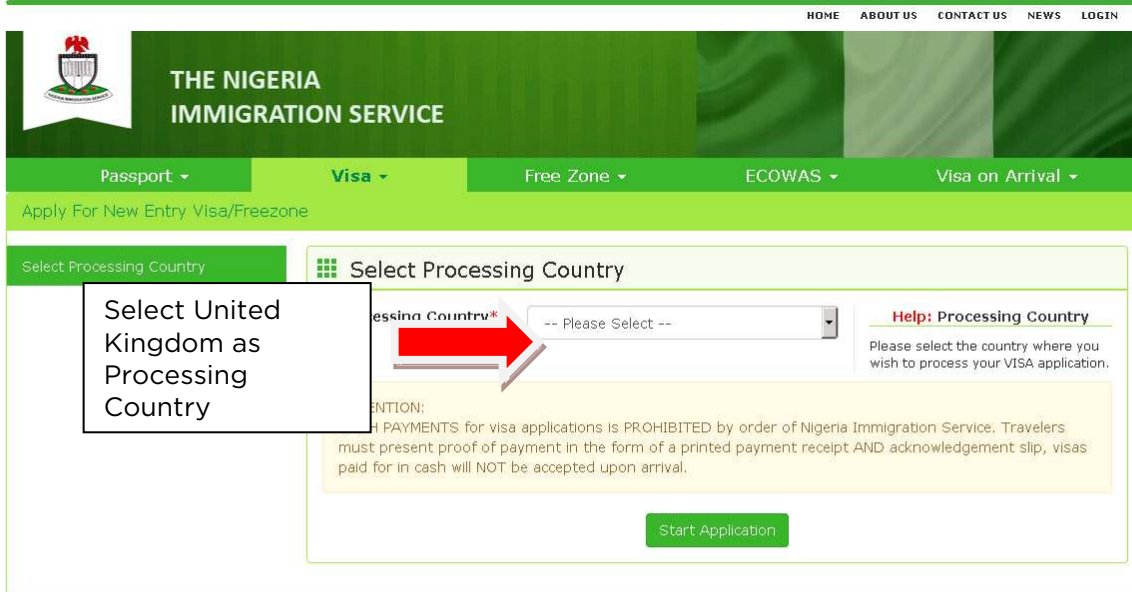
# Nigeria Visa Application Form Guide

The Nigerian Visa Application form can only be completed online by clicking on the following link

<http://www.immigration.gov.ng>



<https://portal.immigration.gov.ng/pages/ecowasguidelines>



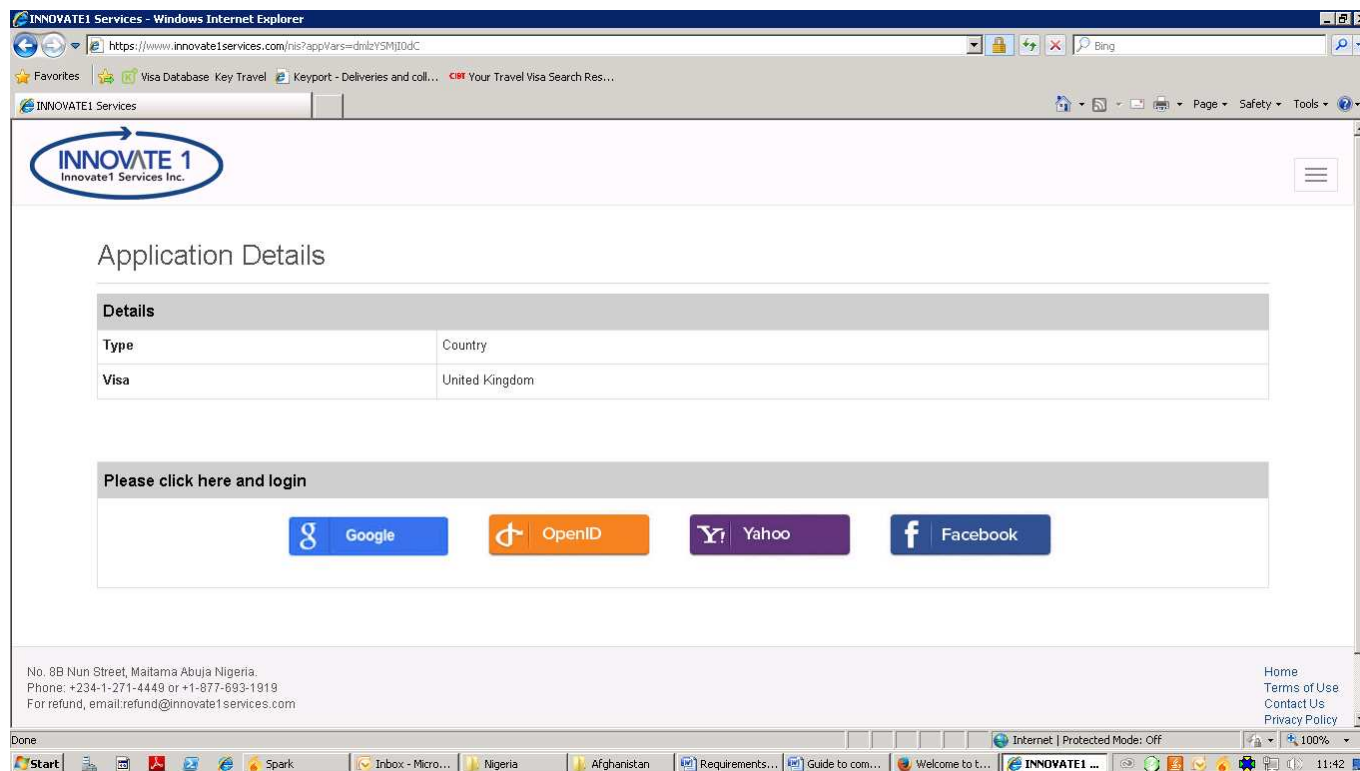
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This site is best viewed with Internet Explorer 8, Firefox 3 and above.

powered by  
**NEWWORKS**

Read the details in full and click **START APPLICATION**

To access the application form you must now sign in with a Yahoo, Google or Open ID Account.



Once registered you will be taken to complete your online application form, ensure you have all your trip details to have as the application form cannot be saved and accessed at a later date. It must be completed in one sitting. Please ensure you answer all questions on each page

*Once you have completed the form please print the form using the PRINT option at the bottom of the screen BEFORE you hit submit.*

Once you have printed you applications then hit SUBMIT you will then be directed to the page below. Please ensure you note down the application ID number and Reference number

You then need to proceed to checkout. Once you have paid for the visa you will then be able to print off the ***Visa payment receipt and the Visa Acknowledgement receipt.***

*If you have trouble printing off the above receipts, as long as you have noted down you Application ID number and Reference Number you can always print them off later*

*If you have any trouble completing the online application form please contact the Key Travel Visa Department.*





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# Example

## Example of a Business Letter

When applying for a business visa, consulates usually require a letter from the applicant's company. This letter should be as specific as possible, so please include all the details available to you. The main points are listed here and an example of business letter follows.

### Main Points

- Must be addressed to the consulate for which the application is being made
- Must be on company headed paper
- Be dated, which a date of no older than 1 month from date of submission
- Name of the employer (as stated on passport) travelling on behalf of the company
- Length of stay in the country with dates of entry and exit
- Type of visa and number of entries that are required
- Specific purpose of travel
- Name and address of the company or companies to be visited, and contact details of the host  
Travel arrangements (if known)
- Statement of financial responsibility for expenses incurred during the trip

Please note that Consulates prefer the original Business Letter. For Example:

Visa section  
Kenya Consulate  
London

Date:

Dear Visa Officer,

Re: *Name of traveller*

Would you kindly grant a (single/double/multiple entry) business visa for our employee MR JOE BLOGGS, who is required by this company to travel to -----on the (day/month/year?)

**The Purpose of his/her journey is to conduct business discussion with MR SMITH in our Nairobi office, the address of which is -----**

He/she intends to stay for approximately (number of days). He will be in receipt of a return ticket and all expenses for his journey will be met by us.

Should you wish to discuss this application further please do not hesitate to contact me.

Yours faithfully  
A Wright



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## Visa Booking Form

Please ensure that this form is thoroughly completed for your visa to be processed. **All Fields must be completed.**

Country & Type of Visa Required	
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### Important Travel Dates

*Date Passport must be back in your Possession		Date of next Trip	
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**\*Express/Normal Processing** I understand that the visa will be processed to meet the date above and will incur express or emergency surcharges. Delete where applicable?

Do you have a flight reference number ? YES / NO

if yes please provide reference number \_\_\_\_\_

### Traveller Information

Name (As in Passport)	
1	
2	
3	
4	

**Contact Information**—Who do we contact in connection with your application?

Name of Organisation	Contact name	Contact Email	Contact Tel

**Form of Payment. Please tick relevant option and provide details.** Please note that if payment details are not provided, this will result in a delay in the release of the passport and visa.

**Option 1 - Invoice**  Please note that we can only send an invoice if you hold a credit account with Key Travel

Please provide the applicable codes

Purchase Order	Budget Code	Cost Centre	Authority Code	Other Please name and provide



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**Option 2 - Credit/Debit Card**

Credit Card

Debit Card

Name on card	Card Number	Start Date	Expiry Date	Issue no	Security No

**Return Instructions - Send my passport and visa to the following address**

**Please provide full delivery address.**

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Postcode:** \_\_\_\_\_

**By the following method**

Delivery Option	Information	Please select one option
Bike	Fees vary depending on postcode	
Royal Mail Special Delivery <i>Next working day by 1pm</i>	We only send passports by Special Delivery if we have 3 clear working days. This is a next working day service	
Royal Mail Special Delivery	<b>Saturday Service by 9AM</b>	
DHL Overnight service	By 9:00 By 12:00 By 17:00	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
DHL Overseas service	Please contact us for a quote	<a href="mailto:visa@keytravel.co.uk">visa@keytravel.co.uk</a>
Collect from Key Travel London office	Office hours are 8.45am - 17:30pm	



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- We will always endeavour to process your application within the permitted timescales, however, we are subject to passport office / embassy approval and conditions / requirements can change without any prior warning. We recommend you confirm your flights after obtaining your visa to avoid any cancellation penalties for which Key Travel cannot be held responsible.
- Key Travel shall not be held liable for any of the following:
- Any loss, damage or delay to any documents whilst in the possession of any embassy, consulate or government office.
- The refusal of any embassy, consulate or government office to accept documents presented.
- The issue of incorrect visas, dates and terms, by any embassy, consulate of government office.
- Any loss, damage or delay caused by subcontractors (e.g. DHL, Royal Mail) in the delivery of documents.

I have read and agreed to the above selected options:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_