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NIGERIA HIGH COMMISSION
295 METCALFE STREET
OTTAWA, ONTARIO, CANADA
K2P 1R9

REQUIREMENTS FOR TEMPORARY WORK PERMIT (TWP VISA)

Please print a copy of the underlisted requirements before you proceed with the online Visa application process;

- 1) Valid national Passport - This should be valid for at least 6 months.
- 2) Complete online application at <http://portal.immigration.gov.ng>.
- 3) To obtain the payment receipt slip, allow 45 minutes after completion of payment online. To print receipt, go to portal.immigration.gov.ng, click on the 'Entry Visa Application form' under Visas section, Select 'print receipt' tab in the new window. Provide your Reference no. and Application ID and click on 'search record'. Print off the receipt page. Google receipt is not acceptable please.
- 4) Certified/Notarised copies of Professional and Educational Certificates/Diplomas and Resume.
- 5) One Coloured Passport Photograph (White Background) affixed to the Form.
- 6) Copies of Nigerian Immigration Service approval to work in Nigeria sent to Nigeria High Commission via NITEL.
- 7) Photocopy of Letter of Offer of Appointment.
- 8) Photocopy of Letter of Acceptance of Appointment.
- 9) Police Clearance/Character certificate
- 10) Photocopy of Yellow Fever Vaccination Certificate.
- 11) Administrative processing fee of CAN \$20.00 made payable by Money Order to Nigeria High Commission, Ottawa. Fill out your name and address on the money order.
- 12) Include a self-addressed return **PRIORITY POST COURIER ENVELOPE ONLY** with which to mail back the passport, unless a personal pick-up. Ensure to fill out the sender and receiver addresses correctly on the envelope. Note that no other courier service pick-up is acceptable.

NOTE

- 1) Canadian nationals who are also nationals of other countries must apply for visa with their Canadian passports only.
- 2) Please allow a waiting period of two to three weeks from the date your application was received at our office before calling in to check the status. We are experiencing a high volume of phone calls and avoiding frequent calls to our office would enable us serve you promptly.
- 3) Improper completion of application form and/or absence of visa supporting documents may extend the issuing period. (All questions in forms must be answered).
- 4) Visa correspondence to be attention Consular Section.
- 5) The Consular Section opens to the public from 9.00 a.m. to 1.00 p.m. daily except on weekends and public holidays.
- 6) The contact line is (613) 236-0521 extension 224.
- 7) The High Commission reserves the exclusive right to grant or reject visas.
- 8) Interview date scheduled on-line is not applicable unless contacted