

TELEPHONE 2360521 (3 LINES)
CABLE- 'NIGERIAN'. OTTAWA
email: chancery@nigeriahcottawa.com
Website : www.nigeriahcottawa.com
FAX No. (613) 2360529



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

REQUIREMENTS FOR VISITOR/ BUSINESS/TOURIST/TRANSIT VISAS TO NIGERIA

Allow two to three weeks processing period at our office in Ottawa for all duly completed applications.

Duly completed online application (Form IMM/22), to be accompanied with the following:

1. One recent coloured passport size photograph (White Background).
2. Apart from online payment, send an administrative fee of Can \$20.00 money order addressed to the Nigeria High Commission. If expedited service is required, additional fee of CAD\$65.00 (\$85 in total) in money order should be attached.
3. Additional CAD\$82 is required for Multiple Entry which is valid for six months
4. Applicant's original valid passport. This must be valid for at least **SIX** months.
5. Photocopy of return/flight Itinerary. (No Airline Tickets please)
6. Letter of Introduction from the sponsoring company or agency or confirmation of employment from the employer in Canada (for business Visas and Visitors Visa for Non-Nigerians).
7. Letter of invitation for business/visiting visa. Letter to indicate nature of business and duration of visit. A photocopy of certified certificate of registration of the Nigerian company with the Corporate Affairs Commission (CAC), to be attached to the letter.
8. Personal invitations for visitor's visa issued from Nigeria by Nigerians outside Canada must be accompanied by a photocopy of Nigerian Passport and evidence of genuine and effective link or relationship either by Marriage, kinship or Business. Invitations from other Resident Aliens in Nigeria must be accompanied by a photocopy of the valid Residence or Work Permit in Nigeria and a photocopy of information page of passport.
9. Canadian Citizens holding other passport are required to apply with Canadian passports only.
10. In addition to the other requirements, Nigerian holders of foreign passports must attach photocopies of their Nigerian passports or evidence of Nigerian links and kinship ties in Nigeria.
11. Non-Canadian Passport holders must attach photocopies of their immigration status in Canada, showing their Residence or Work Permit.
12. Evidence of confirmed hotel reservation or other accommodation arrangements in Nigeria with proof of identity of the hotel manager.

13. **Applicants for Transit visas must show evidence of confirmed onward flights and Visa for country of final destination.**
14. A self-addressed return **CANADA PRIORITY POST ENVELOPE ONLY**. Please, note that **no other courier service is acceptable**.
15. Photocopy of vaccination against Yellow Fever. Do not send original yellow card please.
16. **Applications for minors to be accompanied by letters of consent signed by both parents and a photocopy of the passport of both parents as well as the Registration of live birth of the child (ren) which bears the names of either or both parents. The letters of consent must be endorsed in all cases by a Notary Public.**
17. Evidence of sufficient funds: Photocopy of Receipts for the purchase of funds or travelers Cheque from the bank considered adequate to cover the cost of the trip (visitors and tourists only)
18. Any Other requirement(s) that the Visa section may deem necessary.
19. Please allow two to three weeks processing period for all non-expedited and 7 working days for expedited applications. The interview date scheduled online is not applicable unless contacted.

Note.

1. Canadian nationals who are also nationals of other countries must apply for visa with their Canadian passports only. Visas are to be affixed to valid passports, after the appropriate application forms have been duly completed and received at the High Commission.
2. **Applicants traveling to Nigeria on special assignments such as religious or evangelical activities will require Temporary Work Permit (TWP) visa. Approval for issuance of TWP must be received by the Mission from the Nigerian Immigration Service.**
3. Applications from **JOURNALIST** traveling to Nigeria to prepare feature articles/films must receive prior approval from the Nigeria Immigration Service and final approval from the Ministry of Foreign Affairs. Applications to the mission must indicate the type of assignment and type of equipment to be taken into the country. For further details see: [Accreditation requirements for foreign Journalists](#).
4. Improperly completed application forms and/or incomplete visa supporting documents may delay or cause rejection of visa requests.(All Questions must be answered please).
5. The Visa Section opens from 9am to 1.00pm Monday-Friday except during Public Holidays, both in Canada and Nigeria.
6. The Visa Section can be reached on Direct Telephone # (613) 234- 5948 or (613) 236-0521 ext 224
7. Visa fee should be made payable by **MONEY ORDER** to Nigeria High Commission, Ottawa.
8. Visa processing fees not refundable once paid, whether or not visas are granted or withdrawn.
9. The High Commission reserves the exclusive right to grant or reject visas.
10. Ensure to print out the following online application; failing which your passport would be returned without processing: (i) Application (ii) Application Acknowledgement Slip (iii) Payment Confirmation.