

## Visa Application prior to arrival in Nigeria

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### 1. Obtain letter of invitation

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2. Delegates who require visa should, obtain their entry visas **from the nearest Embassy/High Commission** maintained by the Government of Nigeria.
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### 3. Gather Requirements

Prepare all required documents for the visa application:

- Passport valid for at least 6 months with 2 blank pages for endorsement.
  - International Passport Biodata page of each delegate.
  - Flight itinerary of each delegate.
  - Booked hotel /other documentary evidence of accommodation.
  - A letter of Invitation from the Nigerian Civil Aviation Authority (NCAA) accepting immigration responsibility.
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### 4. Complete Online Application

Fill the [Online Visa Form](#) with the following accurate applicant details:

- Full Name
- Nationality
- Passport number
- Purpose of visit (i.e., Delegate to the ICAO Air Services Negotiation Event 2022 (ICAN2022) in Abuja, Nigeria)
- Proposed date of visit
- Proposed port of entry
- Flight itinerary
- Address in Nigeria (i.e., Hotel information)

Upload the following documents:

- Copy of Passport Data Page.
- Copy of Airline Return ticket.
- Evidence of Accommodation

Print out the completed form with your Application ID and Reference Number.

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#### 5. Complete Online Payment

- Use Registered Card to make the payment.
- Print out the Payment Receipt/Slip.

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#### 6. Affix 2 Passport sized Photographs

- Standard (35/40mm) with white background with neither head covers nor face covers.

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#### 7. Submit Application

Submit the application, including the completed form and attached requirements to the [Nigerian Mission](#) or [Visa Application Center](#).

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#### 8. Visa Interview

There might be a scheduled interview depending on the visa type and/or if it is the first time you apply.

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#### 9. Processing Time

Typically, **it takes two (2) to fifteen (15) working days** to process a Nigerian visa, depending on the visa type, location where the visa is processed, and sensitivity of visa applicant purpose.

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#### 10. Collection

Depending on which Mission location was selected for the visa processing, collection may be done either on appointment, or on specified days of the week.

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#### **For questions:**

Should you have any queries or require further information on your visa application, please do not hesitate to contact Mr. Abbas Abdulrahman at [Abbas.Abdulrahman@ncaa.gov.ng](mailto:Abbas.Abdulrahman@ncaa.gov.ng) copying [yinka.babaoye@ncaa.gov.ng](mailto:yinka.babaoye@ncaa.gov.ng)