



## 3 simple steps to get your visa



### Fill the forms in

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



### Deliver them to us

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### All Postal deliveries:

PO BOX 5690  
London  
W1A 5UY

#### Courier or in person deliveries

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



### Collect your visa

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## NIGERIA STR EXPRESS VISA FOR UNITED KINGDOM NATIONALS

- Passport
  - Has to be valid one year after the date of entry to Nigeria.
  - It must have two clear pages opposite each other.
  - Also supply a photo copy of the photo page.
- Photographs
  - Has to have applicants full name printed on the back.
  - Five recent passport sized colour photographs of photo booth quality and on an off whitish background. Staple either side of the face onto the visa form.
- Visa Application Form. Supply four copies.
  - Must be completed on line, printed out four times, and signed in black ink.
  - Visa form completed online. Print and sign. [View Form](#)
  - You will find also find a link to the application form in our document pack.
  - There is a payment needed on line, this will go to the government of Nigeria, you can choose to pay or we can pay this for you, the fees will be added to the total visa cost at the end of the process. If you do pay then you must print both the visa acknowledgement slip and payment slip. Make four copies of these documents.
  - To complete the visa form a Google or Yahoo account is needed,
- Four copies of a letter from the Nigerian company to the Embassy requesting an STR visa:
  - State The Nigerian company accepts full immigration responsibility for the applicant.
  - State the dates of entry & exit, the length of visa needed, and the purpose of work being undertaken.
  - State the position the applicant will be taking up.
  - It must request that an STR visa be issued.
  - Be on company headed paper & be addressed to the Embassy.
  - The letter must be dated and not be older than one month.
  - Supply the applicants passport number.
  - Give the applicants full name.
- Four copies of a Nigerian job offer letter to the applicant.
  - The position must match the one stated on the Expatriate Quota
- An original job acceptance letter from the applicant. Supply an additional 3 copies of the letter.
- Four copies of the Employment Contract. It must be signed by
- Four copies of the Expatriate Quota of Approval from the Ministry of Interior.
- Four copies of the applicants C.V.
- The originals of the applicants qualifications relevant to the job. Also supply 4 photo copies of the qualifications.
- If the collection date of the visa will be later than the travel date on the visa application form, then complete the Nigeria Change of Travel Date form.
  - You will find one in our downloadable pack.
- The Nigerian visa centre requires all applicants to attend an interview to lodge their visa applications and to get their finger scanned.
  - We offer:
  - Regent visas can assist you in obtaining your visa.

## **NIGERIA STR EXPRESS VISA FOR UNITED KINGDOM NATIONALS**

- Documents pre check
- Booking the appointment
- Paying for your visa online
- Meeting the Client on the day of the appointment with your documents
- Collecting your visa from the Nigerian visa centre and dispatching to you
- Regent Visas Order Form
  - You will find this in our document pack.
- Important notes:
  - There are 3 method of payments to get a visa. All 3 payments must be made. See below for details:
  - 1. On line visa payment. Regent Visas can make this payment for you.
  - 2. Payment to OIS the official agency acting on behalf of the Embassy.
  - 3. Embassy processing fee, either for standard or express service.
  - An STR visa is issued as a single entry visa valid for 3 months from date of issue, but is converted in Nigeria.
  - Regent visas can complete the Nigerian visa form on your behalf. If required kindly add this product from the main menu to your order.
  - If the application is lodged at The Nigerian visa centre after 12pm then the visa will take one extra day to issue.
  - If the applicant has had their finger print scanned they do not need to have them scanned again unless they change their passport since their last visa was issued.
- If you wish to have a PCR test for Covid-19 then Regent Visas can organise the appointment for you through our partners Medical centre in Harley Street, or arrange them to post you a testing kit. Kindly add the appropriate product to your order.

# REGENT VISAS ORDER FORM



CONTACT NAME

TELEPHONE NUMBER

ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

EMAIL ADDRESS

ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Nigeria STR"/>	<input type="text" value="Express"/>	<input type="text"/>	<input type="text"/>

### DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

### PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

CARD NO.

SECURITY CODE:

CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

VALID FROM DATE:

EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE