

EMBASSY OF NIGERIA, MANILA
2211 PARAISO STREET, DASMARIÑAS VILLAGE, MAKATI CITY

TEL NO	:	(02) 8843-9866/ (02) 8843-9868
EMAIL	:	manilanigeria@gmail.com
VISA FEE	:	APPLICABLE FEES
APPLICATION SCHEDULE	:	MONDAY & THURSDAY (8AM – 12PM)
RELEASING SCHEDULE	:	FRIDAY OF THE FOLLOWING WEEK AFTER SUBMISSION (1PM – 3PM)

STR- (Subject to Regularization)

1. Original Visa request letter addressed to the Embassy from the Company in Nigeria (The letter must be sent to the embassy but the applicant should also have a copy for reference) **NOTE: Before filing, the applicant must confirm if his/her letter of invitation has been received and endorsed to the visa section. Applications without confirmed letters will not be accepted.**
2. Certificate of Incorporation of the Company in Nigeria
3. Expatriate Quota
4. Contract from Nigeria, fully signed by both parties. (If applicant is on direct hire contract of employment it should be authenticated by the Philippine Embassy in Nigeria). Include a provision on tax deduction.
5. Appointment letter from Nigeria appointing the applicant for the position
6. Acceptance letter of the applicant
7. Overseas Employment Contract (OEC)
8. Work Certificates from previous employment
9. Diploma & Transcript of Record (Authenticated by DFA). Please attach the original Diploma and Transcript of Records
10. Resume
11. NBI
12. Medical Certificate (latest or at least 1 month)
13. Five (5) pieces of 2x2 colored picture
14. Valid Passport (Please attach the old passport if there is any)
15. Airline Ticket
16. Long Plastic Envelope

SUBMIT ALL ORIGINAL DOCUMENTS FOR VERIFICATION WITH FOUR (4) SETS OF PHOTOCOPIES IN EACH