

The below information is general information to complete the Visa on Arrival online application. For more detailed and up-to-date information, please visit <https://immigration.gov.ng/voa-new/>

- a) Click on:
<https://portal.immigration.gov.ng/VisaArrivalProgram/freshVisaOnArrivalProgram>
- b) Start Application
- c) Sign in using one of the options (Google, Yahoo, etc.)
- d) Select Country (Country where you are applying from)
- e) Click **Read VOAP Guidelines** and check all 5 boxes
- f) Choose **Single Entry Visa**
- g) Fill the form and Click **Private Business** when prompted
- h) At the space for Name of Company: Type **Catholic Relief Services**
- i) Business Investor: Click **YES**
- j) Fill in Catholic Relief Services Nigeria Address: **Plot No. 512, Cadastral Zone, B09, behind NAF Conference Centre, Kado District (address), Abuja (city), FCT (state), Nigeria**
- k) Fill out all other required forms and finalize the application process
- l) Attach the [Catholic Relief Services Corporate Affairs Commission Registration Certificate](#) when requested
- m) Attach the Visa Support Letter from ICT4D Conference and Catholic Relief Services Nigeria
- n) Use the template to draft an Introduction/Application Letter and attach in the relevant column (coming soon)
- o) Make the online payment
- p) On successful submission of application, your VOA Approval Letter will be forwarded to the email provided within 48 hours
- q) Print **All** the Documents (the **Application, Payment Receipt, Acknowledgement Slip, CGIS Letter of Invitation, introduction letter (if applicable)** and **bring them** with you and **bring 2 (two) Passport Photos** too.

All information as stated on <https://immigration.gov.ng/> as of November 15, 2019.