

1. APPLICATION FORM [THIS WILL BE GIVEN AT THE SUBMISSION CENTRE]
 2. PHOTOCOPY OF INTERNATIONAL PASSPORT DATA PAGE [TWO (2) COPIES]
 3. THE INTERNATIONAL PASSPORT MUST REMAIN VALID FOR A MINIMUM OF SIX MONTHS FROM THE DATE OF TRAVEL.
 4. OLD OR EXPIRED PASSPORT(S) SHOULD BE INCLUDED IF ANY
 5. RESIDENT PERMIT FOR NON-NIGERIANS
 6. 2 PASSPORT PHOTOGRAPHS WITH WHITE BACKGROUND
 7. INSURANCE BY VOYA VISA
 8. FLIGHT AND HOTEL RESERVATION AT LEAST 2 WEEKS FROM THE DATE OF SUBMISSION [AND MUST BE THE SAME DATE] NOT MORE THAN A MONTH FROM THE DATE OF SUBMISSION
 9. HOTEL RESERVATION [IF NOT PROVIDED BY EMPLOYER]
 10. ORIGINAL WORK CONTRACT [MUST INCLUDE EMPLOYER'S LIVE SIGNATURE AND STAMPED]
 11. PHONE NUMBER OF EMPLOYER [STARTING WITH +905...] AND PASSPORT DATA PAGE OF CONTACT PERSON.
 12. COMPANY REGISTRATION DOCUMENTS OF EMPLOYER
 13. PHOTOCOPY OR SCANNED COPIES OF WORK DOCUMENTS ARE NOT ACCEPTED
 14. INTRODUCTION LETTER FROM YOUR COMPANY OR SELF INTRODUCTION LETTER SIGNED IN INK
- IN THE EVENT OF SPONSORSHIP, IT IS IMPERATIVE THAT THE SPONSORSHIP LETTER BE APPROPRIATELY NOTARIZED, AND THE SPONSOR'S BANK STATEMENT SHOULD BE PROVIDED IF SPONSORSHIP IS BEING UNDERTAKEN.
15. 6-MONTH UP-TO-DATE PERSONAL BANK STATEMENT, ENSURING THAT THE STATEMENT INCLUDES A LIVE STAMP AND SIGNATURES. KINDLY NOTE THAT E-STAMPS WILL NOT BE ACCEPTED
 16. BIRTH CERTIFICATE/DECLARATION OF AGE
 17. PUBLICATION OF CHANGE OF NAME [IF MARRIED AND NAME APPEARING ON INTERNATIONAL PASSPORT DIFFERS FROM BIRTH CERTIFICATE]
 18. MARRIAGE CERTIFICATE FOR COUPLES
 19. APPLICANTS ARE REQUIRED TO SUBMIT A DULY ATTESTED POLICE CHARACTER CERTIFICATE (POLICE REPORT) AS PART OF THE DOCUMENTATION PROCESS.
 20. WORK/OFFICE ID CARD
 21. IF THE INVITING COMPANY IS BASED IN TURKEY, APPLICANTS ARE REQUIRED TO PROVIDE THE COMPANY'S PUBLICATION DETAILS AND CERTIFICATE OF INCORPORATION (CAC).

NOTE; THE CORPORATE SPONSORSHIP LETTER MUST BE SIGNED BY A DIRECTOR OF THE COMPANY, ACCOMPANIED BY A CAC CERTIFICATE AND LIST OF DIRECTORS, AS WELL AS A SIGNED VALID MEANS OF I.D OF THE DIRECTOR THAT SIGNED. ALL LETTERS MUST BE SIGNED (LIVE SIGNATURE)

SPONSORSHIP FROM A FOREIGN ENTITY OR INDIVIDUAL IS REQUIRED TO BE NOTARIZED IN THE SPONSOR'S COUNTRY OF RESIDENCE.