

TRAVCOUR (UK) LTD ORDER FORM



Wimbledon Business centre, The Old Town Hall, 4 Queens Road, Wimbledon, SW19 8YB
 Tel: 020 85431846 (9.00am to 7.00pm)
 e-mail: info@travcour.com Website: www.travcour.com
 Open Hours: (Mon – Sat) 9.00am to 7.00pm

SERVICES FOR NIGERIA STR VISAS (PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS)

Please tick the service you are applying for. Should any charge differ once received, we will notify you

<input checked="" type="checkbox"/>	NIGERIA TWP Visas	Embassy Visa fee	Travcour service charge	Total to send excluding return postage
	3 Month, Single entry	555.00	150.00	705.00
	3 Month, Single entry express (7 days)	628.00	150.00	770.00

Please select the type of return you need us to use for your documents. Return fees are only payable per return address (maximum of 4 passports). Carriers own terms & conditions apply. We do not accept responsibility for the delivery of documents by any third party and by selecting this option, you agree to the carriers terms and accept full responsibility for your selection.

<input checked="" type="checkbox"/>	Return type	Charge	Terms
	Royal Mail Special Delivery	9.00	Only applicable for UK residents. For terms & conditions please visit www.royalmail.com
	DHL International Ltd	40.00	For terms & conditions please visit www.dhl.co.uk
	Travcour courier	POA	Subject to local area & availability. Please email info@travcour.com
	Personal collection	N/A	Please await our call to advise your documents are ready
	Own prepaid envelope	N/A	For security, please only send prepaid secure mail & note your tracking number

You must enclose full payment for us to process your order. For bank transfers, your order will be processed once the funds have cleared in our account only. As fees are paid on submission of your documents, we will not provide credit for your process to begin. Please include the fees for your service as listed above, the Travcour service charge & your selected return fee.

Cheque or postal order (Payable to Travcour (UK) Ltd)

Debit Card (please complete the following section) We do not accept American Express or Diners or credit cards.

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Expiry:/.....	3 digit SCN	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Bank transfer; You must include the full name of the applicant as your reference. If you are sending more than one application, please select one of the applicant's names for the reference. Visa fees and Travcour service charges are per person but return fees are payable per return address.

Barclays Bank PLC, Account name Travcour UK Ltd
 Account number: 60960055
 Sort Code: 20-21-80

Please confirm the address you would like your documents to be returned to and the contact information for any further instruction or tracking purposes. Our contact with you will be in writing via email where possible. Please check your junk/spam mail in case of your email filter rejects our mail. Any change to your details during process must be made in writing by email. We will only correspond with the passport holder or the person designated on this form.

Title: Mr./Mrs./Miss: First NamesSurname.....

Address

.....Postcode

Telephone NumberEmail

If you require your documents by a certain time, please indicate the latest date you would like them returned to you:/...../.....

We will always do our best to try and return by your chosen date however, it cannot be guaranteed. Travel arrangements must not be made until you have secured and received your valid visa for entry. By placing this order, you agree to any delays incurred by any governing office or third party carrier.

Signature

Date/...../.....

DISCLAIMER: Whilst every effort is made to issue your requirements the embassy/consulate reserve the right to refuse or delay your application & therefore no guarantees can be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of applying for your visa and does not include any booked travel before or after the service is completed.

DOCUMENT CHECKLIST

NIGERIA STR VISAS

Your documents must be sent using a secure, trackable method and in secure packaging. Documents may also be hand delivered to our reception during open hours only. As we deal with sensitive information and documents, entry into our main office, completing your documents on site or using our computers or equipment is not allowed. For this reason, you must bring your documents completed for the handover on delivery. If you require advice on hand delivery, please call or email us to book an appointment to see a specialist before you arrive and ensure all documents are completed to the best of your ability beforehand. We will not provide assistance with documents in our reception without a prior appointment. Appointments are daily between 11am and 3pm. Please email info@travcour.com with your preferred time.

THE FOLLOWING SERVICES ARE AVAILABLE;

Standard service – 10 working days

Express service – 7 working days

Remember to allow time for your process – the embassy may request more information, have closures or delays & reserves the right to hold your documents once submitted for any length of time.

In order to apply for your visa, please ensure that you enclose the following documents in your delivery to us. Failure to do so will result in a delay in your application. (Please note that embassies reserve the right to request additional documents) You only need one order form if you are sending more than one passport.

Order form fully completed and signed

Visa questionnaire fully completed

One original UK passport - Must have at least 2 blank pages and be valid for 6 months from your date of entry to Nigeria.

4 x passport photo - professional photos only on White background. Digital photos are acceptable.

Originals of professional qualification certificates. Only the most relevant 2 or 3 needs be included.

***The embassy also require 4 identical copies of each page of the document listed below:**

Completed online application form (we arrange this for you), with attached passport-type photo, as well as its Application ID and Reference Number. The photo must have been taken within the last 6 months, and the back of each photo must have the applicant's name printed on it in capitals, and be signed by the applicant.

Letter from the Nigerian employer requesting the STR be issued, addressed to the Visa Section, Nigerian High Commission, London, stating the applicant's full name and accepting full immigration responsibilities.

Letter containing the offer of appointment.

Letter accepting the offer of appointment.

Signed Employment contract.

Certified true copy of Approved Expatriate Quota, stamped and signed by the Ministry of Interior, with a minimum 6 months validity and a position matching that in the offer, acceptance and contract.

Any other documents in support of the application (if required).

Applicant's CV.

Professional qualification certificates (one of each original provided at 3. above).



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Please answer the below questions fully and send along with your order form.

Name of applicant:

Applicants email:

Preferred Appointment Location:

Standard or Express service?

Preferred Date & Time of Appointment? Date: Time:

Residential UK address:

Contact Number:

Marital Status:

Hair Colour:

Eye Colour:

Height:

Have you had a previous Nigerian Visa?

If Yes, please tell us the purpose of this visa:

Have you been to Nigeria before?

If Yes purpose of visit?

Travel Date To Nigeria:

Do You Require Single or Multiple Entry Visa?

Validity being requested:

(This can be 3,6 or 12 months. The Embassy may only issue the validity requested on the invitation letter).

Signature(passport holder or legal guardian) **Date**/...../.....

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be provided. Governing regulations apply at all times. By placing an order with Travcour (UK) Ltd you confirm that you agree to our Terms and Conditions and consent to our data

handling as set out in our privacy statement as detailed at www.travcour.com. Travcour (UK) Ltd will not & cannot be held liable nor responsible for the actions, losses or delays of

any nature incurred by embassies, passport office, government offices, third party courier carrier, subcontracted couriers or Royal Mail. Our service is for the sole action of

applying for your visa and does not include any booked travel before or after the service is completed.