

Nama PT:

Nama TKA:

Case: Work Visa Nigeria – STR Visa

Item	Persyaratan/ Requirements	Tgl. Diterima/ Date Received	Ket/ Notes:
1	Complete the visa application form (must be filled with capital letters)		
2	Copy of national id card (KTP) and passport data page for Indonesian applicant		
3	Copy of passport data page Indonesian residential permit/KITAS/KIMS for foreigner applicant		
4	Original Request letter for STR Visa addressed to the Embassy of Nigeria Jakarta (from company in Nigeria)		
5	Letter of offer of employment to the expatriate		
6	Letter of acceptance of offer of employment		
7	Copy of passport data page of the person who invite the applicant (If the host is not Nigerian, He/She should provide the copy of His/her Residence Permit in Nigeria)		
8	Copy of expatriate quota approval from Internal Affairs		
9	Certificates of Incorporation of the Company / SIUP		
10	Valid SKCK (Certificate of Good Conduct from the Indonesian Police Department)		
11	Valid international passport		
12	Curriculum Vitae		
13	Marriage Certificate (where applicable)		
14	Copies of relevant Credentials or Certificates (legalized): - For Foreigner: the certificate should be legalized at its Embassy in Indonesia - For Indonesian: the certificate should be translated into English and legalized at the Public Notary (Notaris), KEMENKUMHAM (Ministry of Law and Human Rights RI) and KEMLU (Ministry of Foreign Affairs RI)		
15	Photocopy of ticket/itinerary		
16	4 x 6 colored photograph (2 pieces) (light background)		
17	Copy of the current bank account of the applicant		

Fee for **Indonesian applicant**: visa fee **US\$245 (paid in dollar account)** and for authentication fee **Rp. 2,100,000 (paid in rupiah account)** - **Blue evidence from the teller is brought when submitting documents, payment is made on the same month when submitting the application**

Visa fee for **other nationalities** kindly check on the website: <https://immigration.gov.ng/visa-fees/> (paid to Embassy's dollar account) and the authentication fee is **Rp. 3,500,000**.

* **Note :**

- All documents should be made in two (2) copies
- The payment should be made on the same month of application to:

BCA Bank at Menara Karya Building: on behalf of **Embassy of Nigeria** > **Do Not Transfer, Pay Directly at the Bank via Teller**

- ✓ 2174264456 (Rupiah Account)
- ✓ 2170810000 (Dollar Account)

- ❖ Submission of Documents: Monday – Thursday from 09:00 – 11:00 hours
- ❖ Interview Time: Monday – Thursday from 11:00 - 15:30 hours
- ❖ Processing Time: 3 working days