



FRIENDS OF WATS
P.O. Box 490306
Lawrenceville, GA 30049
Office: 404-784-4618
www.watsonline.org

VISA AND TRAVEL INSTRUCTIONS

Thank you for your selfless dedication to serve others at the West Africa Theological Seminary. Friends of WATS is available to help you as you plan your trip to Nigeria. The following instructions will help acquire your visa. If you would like Friends of WATS to process your visa for you, please contact Katie Goslee, katiegoslee@gmail.com. If you have any questions in making your travel arrangements, please contact Katie at 770-596-1125, Dr. Mark Leavell, Office Manager at 404-784-4618, or Dr. Gary Maxey, Founder at 404-895-0018. **The items highlighted in red are critical. If any of these items are not completed to the satisfaction of the Nigerian Consulate, it will prevent you from getting your visa in a timely manner. If an item is missing, it will delay your visa and could interfere with the timing of your travel. For your convenience, a blank space where you should check off each item as you complete the process has been provided red. Before you send your documents to the Nigerian Consulate or to the Friends of WATS we strongly recommend that you make a copy of your passport and all required documents.**

Directions for travel and for applying for a visitor's visa to Nigeria

1. Visa Application Turn-Around Process

The normal time for a visa to be processed once your documents arrive at the Nigerian Consulate is usually 7 to 14 business days excluding holidays. You will want to mail your documents in a manner that allows you to track your visa application process and that will ensure that you have received your visa by your travel date. **If you live outside of the Atlanta area, you will mail your visa documents in a large envelope (USPS Express Mail) to the Nigerian consulate in Atlanta, Georgia (UPS, FedEx and DHL are no longer accepted). The address is: The Consulate General of Nigeria, 8060 Roswell Road, Atlanta, GA 30350. The Nigeria Consulate phone number is 770-394-6261; fax: 770-394-4671; email: info@nigeria-consulate-atl.org.** You will need to include an overnight return mail envelope for the consulate to return your visa. If there is a Nigerian Consulate in your area you can hand carry your packet to the consulate and pick it up on the date determined by the consulate.

Once you know your documents have arrived at the consulate, allow 5-10 business days. Then you should place a follow up call to 770-394-6261 and go to extensions 229, 242 or 234 to ensure your documents have arrived and that your paperwork is complete and acceptable to the consulate. If there is a problem with your application, they often will JUST SIT ON IT INDEFINITELY without contacting you to resolve the problem. If there is a problem with your visa **ask to speak to Gladys and tell her Katie Goslee from Friends of WATS referred you.**

If you would like Friends of WATS to walk your visa through the consulate, you will over night all documents to Katie Goslee, 2632 Long Pointe, Roswell, GA 30076 with a prepaid return overnight envelop. Katie will keep you informed of the process and will email you before she overnights your visa and passport to you. Katie will contact you if there are any issues with your application.

Friends of WATS is grateful for you service to the seminary and does not charge a fee for processing your application. If you would like to include a donation to defer the expenses, Friend of WATS will include a receipt for your gift for tax purposes when your documents are returned.

_____ **Use a pre-paid USPS Express Mail envelope and address it to either the Nigerian Consulate or to Katie Goslee in Roswell.**

_____ **Enclose a prepaid USPS Express Mail envelope addressed to yourself for the return of your documents. If you are a team leader and Katie is processing your visas, the entire team's documents may be mailed in one envelope.**

2. **Passports:** If you do not have a current passport, you may apply for one through the United States Postal Service. You may also Google United States Passport Application for other resources and locations. If necessary, there are services available to expedite a passport at a special fee. You will need to include an additional passport photo.

_____ **Obtain a valid passport.**

_____ **Include an additional separate passport photo.**

_____ **Your current passport must be have a minimum of six months left before the expiration date or you will be required to apply for a new passport.**

_____ **Be sure to sign your passport before submitting it with your visa application.**

3. **Airline Tickets and Travel Itinerary:** If you do not already have a good travel agent who can give you the best prices to Nigeria, you may wish to consult Delta Airlines which flies NONSTOP on a daily basis between Atlanta and Lagos and is by far the most convenient, including morning arrival and departure times in Lagos (if you fly on the right days, the air fare can be several hundred dollars less.

_____ **Include a copy of your travel itinerary with your visa application.**

4. **Letter of Invitation:** A letter of invitation from WATS is required for a visa. You may request a letter of invitation from Katie Goslee by email at katiegoslee@gmail.com. Please include your name, address, daytime phone number and your travel dates in your request. Katie will return the letter of invitation to you by email (remember to *include* e-mail address!) unless you request one be mailed to your address.

_____ **A letter of invitation from WATS.**

5. **Nigerian Consulate Visa Application:** The Nigerian Consulate now requires that you apply on line for your travel visa at www.immigration.gov.ng. Although you are using the online application, you will print your application when completed online and then mail it with your documents to the consulate or to Katie Goslee. Occasionally, there are issues with the web site. If the website is unavailable contact Katie Goslee directly and she will supply you with specialized forms via email. **If you do not have the required 5 to 7 business days to process your visa, and you need to expedite your visa, you will need a money order of \$50.00 made out to the Nigerian Consulate. Checks and cash are not accepted. Send it in a large envelope (USPS Express Mail) to the Nigerian consulate in Atlanta, Georgia (UPS, FedEx and DHL are no longer accepted). The address is: The Consulate General of Nigeria, 8060 Roswell Road, Atlanta, GA 30350. The Nigeria Consulate phone number is 770-394-6261; fax: 770-394-4671; email: info@nigeria-consulate-atl.org. If Friends of WATS is walking your visa through the consulate, you will overnight all documents to Katie Goslee at the above address.**

As you complete each page of the visa application, we recommend you save and print each page before you continue to the next page. Once you have submitted your payment online, you will not be able to retrieve your document.

For Step 2, where it asks for your "Intended address in Nigeria":

Address1: 36, Olunkunle Akinola St

City: Lagos

Country: Nigeria

State: Lagos

LGA: Alimosho

District: Ipaja-Ayobo

Postcode: 1239

List your purpose of visit as "visiting friends" or "fraternal visit".

The contact person at the West Africa Theological Seminary is Rev. David Njoku, Deputy Provost, and the phone number is 001-234-1-898-1676.

On Line Visa Payment: The Nigerian Consulate requires visas be paid on line with a credit card or a debt card. The cost for a single entry visa is \$112. A multiple entry visa costs more than a single entry and the consulate is selective about approving multiple entry visas. Your payment will go through Google's site which is a safe and secured site. Simply follow the directions on the Nigerian site for payment and Google will send you a payment confirmation. Your Google confirmation will provide you with an application number, and a reference number. It is **VERY IMPORTANT** that you print this form as you will need the numbers to receive your **PAYMENT CONFIRMATION page**.

____ **PRINT OUT YOUR GOOGLE PAYMENT CONFIRMATION. THIS IS NOT THE FORMAL PAYMENT CONFIRMATION REQUIRED BY THE CONSULATE, BUT YOU WILL NEED THIS INFORMATION TO OBTAIN THE NIGERIAN GOVERNMENT PAYMENT CONFIRMATION.**

It will take the Nigerian Government at least 30 to 60 minutes to process the application and it can take up to several hours if they are having web site issues. Be patient. To check the status of your application, you will go back online to check visa application status which is a tab on the top of the website. You will place the application and reference number from your Google payment confirmation in the designated boxes and click on the search button. When it is updated and approved by the Nigerian Government, the screen will show the payment confirmation. This is your official NIGERIAN GOVERNMENT PAYMENT CONFIRMATION and this page must be printed.

____ **Enclose the official Nigerian Payment Confirmation page stating "Nigerian Immigration Service" in GREEN on the top, and "Payment Confirmed" on the bottom. This payment confirmation page is the most important page. Do not confuse the "Google" receipt page for the Nigerian confirmation page. Your application will not be processed without this page.**

6. International Health Card

As of 2010 Nigerian immigration is now requiring all people entering the country to be in possession of the standard international yellow immunization card. There are not yet any clear specific requirements for inoculations/immunizations, so at this point the basic issue is just to have such a card in your possession with SOMETHING stamped in it. Perhaps instructions will gradually become more specific!

7. **Coordinating Your Arrival At the Lagos Airport And Your Safety:**

Visitors to Nigeria are requested to send a personal photograph to Nigeria, via email, two weeks before arrival. This will assist the WATS staff to identify you when the staff meet you at the Lagos airport. The four mail addresses are: LeavellAfrica@aol.com, GMAfrica@aol.com, watsprovost@yahoo.com, jidemoye@yahoo.com. Our WATS staff will in turn send you a photograph of the person who will meet you at the airport. **Make sure we know your arrival time in Nigeria. Do not trust yourself to anyone at the airport of whom you are not sure. Don't accept help unless you need it. Don't pay any money to anyone at the airport for ANYTHING (no matter what is demanded of you), the only exception is \$1.00 (or N100) for a luggage cart.**

It sometimes takes up to one hour or more to get your luggage, but we will be outside waiting. In the event that you arrive at an unexpected time, you can phone the seminary at 01-898-1676. If you arrive after hours call Guest House steward, Theophilus at 0802-381-7948 or the seminary registrar, Ken Luseni at 0803-617-5887. A phone call should be less than \$1.

When you get to the outside of the building, wait near the entrance until the person from WATS spots you, or you can move over to your right to the exit from the airport reception area. With new-comers we usually would be holding a sign with the initials "WATS". **Do not do any tipping, as we will take care of all that for you. When you find the people with the "WATS" sign ask to see their WATS picture ID cards. People have been known to pretend to represent companies when they are not authorized to do so.**

8. **Money, Checks and Credit Card in Nigeria**

Finally, **note that both credit cards and traveler's checks are essentially worthless in Nigeria.** Those coming as WATS adjunct faculty will have all in-country expenses covered, but if you wish to purchase personal items or do other travel outside the seminary itinerary, you will need to bring cash, which is most easily exchanged through \$50 and \$100 bills.

9. **Extra Room In Your Luggage.**

If you have extra room in your luggage, check and see if Friends of WATS have anything that needs to be **immediately hand-carried** over. This can be anything from an envelope to a suitcase.

YOUR FINAL CHECK LIST:

Passport: signed, 6 months before Expiration

Extra Passport picture

Yellow Immunization Card

VISA application: signed on last page

Payment Confirmation Page

Copy of Travel Itinerary

Money Order for \$20:00, made out to Nigerian Consulate

Self Addressed, Postage Paid envelope for return of VISA (recommend trackable)

I will add the Letter of Introduction when I deliver packet

Remember to include everything on the list above, including the proof of payment from the Nigeria Immigration Service. We cannot emphasize this enough.

Thank you again for your sacrificial service to the men and women who have been called by God at WATS. May God's favor and speed be with you in your travels and welcome to Nigeria!