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## APPLICATION FORM

- Full Name:
- Phone Number:
- Email Address:
- Home Address:
- Marital Status:
- Current Occupation:
- Name of Employer:
- Employer Address:
- Employer Email Address:
- Employer Phone Number:
- Intended Date of Travel and Return:
- Name of Inviting Person / Hotel Reservation:
- Address of Invitee:
- Email of Invitee:
- Phone Number of Invitee:
- Attach: Passport data page, previous visas, and entry/exit stamps.

## VISA TYPES & DOCUMENT REQUIREMENTS

### A. SOCIAL VISA (Tourism / Family Visit)

- passport photographs
- Original & colored copy of the international passport data page
- Original & colored copy of Yellow Fever Certificate
- Original signed invitation letter from Malaysia and/or introduction letter from applicant
- Confirmed return flight ticket with booking reference number
- Proof of accommodation for the duration of stay

- NDLEA Certificate (for first-time travelers outside West Africa)
- Personal bank statement (last 3 months) with bank reference letter
- For dependents: Copy of passport & valid visa, marriage or birth certificate

#### B. BUSINESS VISA

- Completed visa application form
- Two (2) passport photographs (white or blue background, UK-size)
- Original & colored copy of international passport data page
- Original & colored copy of Yellow Fever Certificate
- Original invitation letter from organization in Malaysia
- Original introduction letter from Nigerian company
- Confirmed return flight ticket with booking reference number
- Proof of accommodation (hotel reservation or host address)
- NDLEA Certificate (for first-time travelers outside West Africa)
- Company bank statement (last 3 months) with bank reference letter
- Income Tax Clearance Certificate (original & copy)
- Company Certificate of Incorporation (original & copy)
- Copy of Malaysian company's registration/incorporation certificate
- Footballers must present NDLEA clearance certificate
- For dependents: Copy of passport & valid visa, marriage or birth certificate

#### **ENTRY / EXIT REQUIREMENTS (AT PORT OF ENTRY)**

- Valid passport or travel document (minimum validity of 6 months)
- Valid eVISA printout or digital eVISA note
- Boarding pass / ticket / arrival card (if applicable)
- Confirmed return ticket
- Proof of paid accommodation
- Supporting documents: financial proof, residence permit, or long-term stay pass

## **PROCESSING TIME**

- Processing usually takes 2–7 working days from the date of payment and complete
- submission. This excludes weekends, public holidays, and embassy events. Applicants will receive email notifications for each stage of processing.

## **FINANCIAL & SUPPORTING DOCUMENTS**

- Personal or corporate bank statements (minimum 3 months)
- Pay slips or employment letter
- Company incorporation certificate & tax clearance (for business travelers)
- Property ownership documents (optional)
- NDLEA Certificate (mandatory for first-time travelers outside West Africa)

## **HEALTH & SAFETY REQUIREMENTS**

- All travelers or those transiting to Malaysia must present a valid International Certificate of Vaccination and Prophylaxis (Yellow Fever Card) issued by the National Primary Health Care.
- Development Agency. The card must be WHO-approved and administered at least 10 days before travel.

## **OTHER TERMS & IMPORTANT INFORMATION**

- Single Entry Visa (SEV) is valid for 14 days only
- Visa approval is at the discretion of the High Commission
- All fees are non-refundable
- Incomplete or unclear documents may result in rejection
- Possession of eVISA does not guarantee entry
- Applicants must apply at least 14 days before travel
- The Embassy may change or update requirements without notice

## **CONTACT DETAILS**

- High Commission of Malaysia — Abuja, Nigeria
- Address: No. 9 River Niger Street, Off Danube Street, Maitama, Abuja
- Email: [abuja@kln.gov.my](mailto:abuja@kln.gov.my)
- Submission Hours: Monday – Friday (9:00 AM – 2:00 PM)
- Collection Hours: Monday – Friday (2:30 PM – 4:00 PM)