

STEP-BY-STEP INSTRUCTIONS FOR THE KENYA VISA ONLINE APPLICATION

There is only one correct website for the online application, and it is the Kenya Government web page that is found at <http://evisa.go.ke/evisa.html>

Be aware that there are several look-alike websites, but do not use any of those. THIS (above) is the *only* official one.

You cannot apply on a smartphone; this is a task for a computer. Allow at least an hour, in order for you to be able to prepare and then complete everything online.

You do not have to pay with a credit card until the very end, so if you get nowhere, give up and decide to use a visa service company instead, you have wasted your time but at least not your money as well... by the way, they do not take Amex, only Mastercard or Visa.

PREPARATION

You are going to need a few items to have ready to upload online during the application process, and it will go much more smoothly if you get them ready now, *before* you start the actual online application. The website will ONLY accept uploads in jpeg format, and the maximum file size it will accept is 293 kb, which is quite small. One way to achieve this is to scan photos/documents at a low dpi (dots per inch) setting, such as 75 dpi. Another way to do this is to use a website like <https://compressjpeg.com> to reduce the size.

Following is what you will need:

- 1) A recent color passport photo. This must be square, showing only your face head-on. It must be in jpeg format and must be no larger than 293 kb.
- 2) A color photo of the front cover of your passport (jpeg, maximum 293 kb)
- 3) A color photo of the bio-data (photo) page of your passport (jpeg, maximum 293 kb).

THE ONLINE APPLICATION PROCESS

The first thing for you to do is to close down all other applications or programs that are open on your computer and also to close all other web browser pages that you may have open. You must make sure all your entries are correct, so carefully check the information you are inputting on each screen before moving on to the next one... because you will not get the chance to edit anything on the final review screen!

- 1) Click on the link. It opens up an eVisa webpage. At top right, click on the green bar that says "CREATE AN ACCOUNT".
- 2) This brings you to a screen that asks you for your:
 - Passport Number
 - First Name
 - Last Name
 - Other Names (*put in your middle initial, without a period*)
 - Gender (*click arrow for dropdown list: click on male or female*)
 - Email address
 - Confirm Email Address (*make sure you note down the one you used*)
 - Password (*make it something simple, like B4G8t7y*)
 - Confirm Password (*make sure you write it down somewhere!*)
 - Nationality (*click arrow for dropdown list: scroll down to click on United States*)

Click to put a check inside the box to the left of "I agree to the terms and conditions".

Click on the green 'Continue' button.

- 3) This next screen is a Dashboard, where you see 7 boxes. The one you want is the first one, entitled "Directorate of Immigration Services (New Applications)". Click on the grey bar at top right of this box that says "Get Service".
- 4) This brings you to a "One Login" screen. Type in the email address you used earlier and also the password you created and click on the green "Login" button.
- 5) This next screen says 'Our Services'. Click on the blue "eVisa Application".
- 6) This next screen says "**1. Application Information**" and it has a list of 18 requirements for you to read through. Scroll down below that and you will see all the types of visas and their associated fees. If you are only going to Kenya once, you will want a Single Entry Visa. If you are visiting Kenya more than once (entering, departing, and then re-entering again), you will want a Multiple Entry Visa. You need do nothing else on this screen; they are just telling you what the different visas are, and also letting you know the various fees. Scroll down and click on the blue bar at bottom right that says "NEXT".
- 7) This next screen says "**2. eVisa Applicant**". You will see the word "Choose" because this is a dropdown menu. Look at the right-hand end of that line and click on the down-arrow, then click on "Adult" or "Minor". Scroll down and click on the blue bar at bottom right that says "NEXT".
- 8) This next screen says "**3. Nationality and Residence**". Where you see "Choose", this means there is a dropdown menu where you first click on the down-arrow and then click on the option you are selecting.
 - Nationality at Birth
 - Present Nationality, If Different
 - Applicant's Continent of Residence (*e.g. North America*)
 - Applicant's Physical Address (*do not use symbols, but commas and periods are fine*)
 - Applicant's Phone Number (*no hyphens, no parentheses, just: 1234567899*)
 - Applicant's City / Town
 - Applicant's EmailScroll down and click on the blue bar at bottom right that says "NEXT".
- 9) This next screen says "**4. Passport Information**".
 - Travel Document (*passport*)
 - Passport Number
 - Passport Place Of Issue (*put Washington DC*)
 - Passport Date Of Issue (*type in 20-03-14 – this example being 20th March 2014*)
 - Passport Expiry Date (*same format, e.g. 19-03-24*)
 - Passport Issued By (*put U.S. State Department*)Scroll down and click on the blue bar at bottom right that says "NEXT".
- 10) This next screen says "**5. Travelling Information**".
 - Previous Visits To Kenya (*if you say 'yes', it will want dates and eVisa numbers!*)
 - Are You Travelling With A Minor?Scroll down and click on the blue bar at bottom right that says "NEXT".
- 11) This next screen says "**6. Visa Details**".
 - Type Of Visa (*e.g. Single Entry Visa*)

NOTE: The Kenya Single Entry Visa allows for return entry to Kenya from EAC (East African Community) countries – Tanzania, Uganda & Rwanda, as well as Kenya – provided the holder has not travelled outside this region in the interim.

Scroll down and click on the blue bar at bottom right that says "NEXT".
- 12) This next screen says "**7. Applicant's Information**".
 - Applicant's Surname / Family Name (*your last name*)
 - Applicant's Other Names In Full (*first name and any middle names*)
 - Applicant's Gender (*in Kenya, male or female are the only recognized options*)
 - Applicant's Marital Status
 - Applicant's Date Of Birth (*day-month-year format*)
 - Applicant's Place Of Birth (*e.g. Chicago*)

- Applicant's Country of Birth
 - Applicant's Current Occupation
 - Applicant's Father Details (*whether alive or deceased and full name*)
 - Applicant's Mother Details (*whether alive or deceased and full name*)
 - Applicant's Spouse Details (*full name and phone number; no spaces, no hyphens*)
 - Applicant's Next Of Kin Details (*full name and phone number: no spaces, no hyphens*)
- Scroll down and click on the blue bar at bottom right that says "NEXT".

13) This next screen says "**8. Travel Information**".

- Applicant's Reason For Travel (*Tourism*)
- Applicant's Proposed Date Of Entry (*day-month-year format*)
- Applicant's Proposed Date Of Departure From Kenya (*day-month-year format*)
- Host Details (*put down 'Hotel'*)
- Full Names And Physical Address Of The Host (*put 'Bush and Beyond Ltd., Cara House, Karen Road, Nairobi'*)
- Host Telephone Number (*put '254206000457'*)
- Host Email (*put 'duty@bush-and-beyond.com'*)
- Applicant Arrives By (*click on 'Air'*)
- Select Point Of Entry (*click on 'JKIA Nairobi'*)

Scroll down and click on the blue bar at bottom right that says "NEXT".

14) This next screen says "**9. Travel History**".

- Recent Visits To Other Countries In The Last 3 Months (*e.g. select 'No'*)
- Will You Be Returning To Your Country Of Residence? (*select 'Yes'*)
- Have You Previously Been Denied Entry To Kenya? (*select 'No'*)
- Have You Previously Been Denied Entry To Another Country? (*select 'No'*)
- Have You Ever Been Convicted Of Any Offence Under Any System Of Law? (*select 'No'*)

Scroll down and click on the blue bar at bottom right that says "NEXT".

15) This next screen says "**10. Uploads**". See the notice that says they only accept JPEG files and that the maximum size is 293 kb. Required uploads are:

- Recent Passport Size Photo (*in color, square in shape*)
- Passport Copy (*a copy of the outside front cover of your passport*)
- Passport Bio-Data Page (*a color copy of the page with your color photo and info on it*)
- Hotel Reservations (*this is the Safari Brief/Safari Itinerary, on one page*)

Once these are uploaded, scroll down and click on the blue bar at bottom right that says "NEXT".

16) This next screen says "**11. Review Application**". Here, you can check all of the information you have submitted, although there appears to be no way to edit anything that is incorrect. It reminds you, in a yellow banner across the bottom, to "Print Visa Authority in color and present it at the port of entry on arrival" (when you actually get it, of course!). At the bottom of the screen, it says "A. Declaration". Click to put a black dot inside the circle at bottom left, next to the sentence that reads "I hereby confirm that I have provided all the information as required in regard to this application." Now click on the blue bar at the bottom of the screen that says "COMPLETE".

17) This next screen says "Pay For Service". Click to put a black dot inside the circle to the left of "Debit/Credit/Prepaid Card". They only take Mastercard or Visa. Scroll down and enter your card details in the appropriate boxes. Double-check that you have all of the card details correct. Now click on the green "Submit" button, and it will say "Processing Payment..." Do not close this window until payment processing is complete – it may take a while, so be patient. You will soon see that it says in the window "Your bank authorized the payment successfully... Transaction completed successfully. Close this window and click 'Proceed'..." When you see this, click on the grey 'x' at top right of the window to close the window. Now click on the green "Proceed" button.

18) This next screen shows a green “In Process” bar to indicate that your application is being processed. To the left of this, you will see two blue icons. The left-side icon is a download button. Click on this to download your receipt which you can save to your computer as a .pdf file and/or print it out. Clicking on the right-side printer icon may send the document to your connected printer, but it may not work; downloading the receipt is a better option.

WHAT NEXT?

You will not be receiving an email to confirm that your application has been received. Instead, you simply have to wait for the incoming email that allows you to download and print out your Kenya eVisa – it must be printed out in color - which you will then fold and put inside your passport.