



**MINISTRY OF INTERIOR AND COORDINATION OF  
NATIONAL GOVERNMENT**

**STATE DEPARTMENT FOR INTERIOR & CITIZEN SERVICES**

**OFFICE OF THE DIRECTOR GENERAL**

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**REF: IMM.S/8/12 (84)**

**DATE: 11<sup>th</sup> February, 2022**

**Mr. Rafael Peralta**  
[peralta@un.org](mailto:peralta@un.org)  
UN Chief of Staff  
**NAIROBI**

**RE: GUIDELINES ON ISSUANCE OF COURTESY (GRATIS) SINGLE  
ENTRY VISAS FOR UNEA AND UNEP@50 DELEGATES**

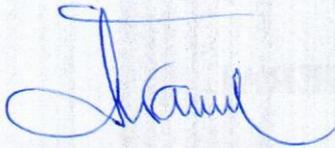
Reference is made to our telephone conversation on the subject matter mentioned above.

Attached, please find a step by step guideline on how to apply for a single entry Courtesy (gratis) visa.

In case of any challenges while applying for the visas, please contact the following Officers:

1. KEVIN WAFULA –  
TEL: +254 723748294  
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**ABRAHAM M. MWAURA**  
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**FOR: DIRECTOR GENERAL**

**Copy to:**

**Radhika Ochalik**  
ochalik@un.org

**Enc.**

## **HOW TO APPLY FOR A COURTESY (GRATIS) SINGLE ENTRY VISA TO KENYA**

Log onto [www.evisa.go.ke](http://www.evisa.go.ke). If you are a first-time applicant, click on GREEN tab and create an account. If you are an existing client, click on SIGN IN.

### **PAGE 1**

Read the instructions. Then click on NEXT

### **PAGE 2**

Enter ADULT. Click NEXT

### **PAGE 3**

Fill in your Nationality, physical address, telephone number and email address. Click NEXT

### **PAGE 4**

Choose the Type of Travel Document you have. It is either National Passport, Stateless Passport or Laissez Passer. Fill in your passport details. Click NEXT

### **PAGE 5**

Fill in whether you have previously been in Kenya and if you are travelling with a minor. Click NEXT

### **PAGE 6**

Choose the type of Visa as Courtesy Entry Visa. Below it, choose Single Entry Visa. Click NEXT

### **PAGE 7**

Fill In your personal information as instructed. Click NEXT

### **PAGE 8**

Fill in the reason for travel. Click NEXT

### **PAGE 9**

Confirm whether you will be staying in Kenya after your visa expires or you will be going back to your country of residence. Click NEXT

### **PAGE 10**

Upload:-

- Your Passport size photograph
- Passport front cover
- Passport Bio Data page
- Invitation letter from the host (UN office in Nairobi)

**Please NOTE all uploads should be in JPEG format and up to 293kb in size.**

Click NEXT

**PAGE 11**

Confirm whether all information provided is accurate. Click on the blank circle at the bottom. Click PREVIEW

**PAGE 12**

Review your application from page 2 to 10. Click COMPLETE.