MINISTRY OF INTERIOR AND COORDINATION OF NATIONAL GOVERNMENT
STATE DEPARTMENT FOR INTERIOR & CITIZEN SERVICES
OFFICE OF THE DIRECTOR GENERAL

E-mail: dis@immigration.go.ke
TEL: +254-20-222022
Fax: +254-020-220731
When replying please quote: Nyayo House, 9th Floor
P.O Box 30191-00100
NAIROBI, KENYA

REF: IMM.S/8/12 (84) DATE: 11th February, 2022

Mr. Rafael Peralta
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
   kevinkeygun@gmail.com
2. ABDIKADIR WARIO
TEL: +254 722310549
adoyo77@yahoo.com

ABRAHAM M. MWURA
TEL: +254 715169451
mwauraabraham@yahoo.com
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. 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.