

Things you will need before you start:

- 1. A jpeg picture of your Passport Cover
- 2. A jpeg picture of your Passport Bio Data Page. (black and white)
- 3. A jpeg Hotel Reservation to Heart Lodge
- A jpeg digital copy of an official Passport picture (jpeg) (The correct size of a passport photo is: 2 x 2 inches (51 x 51 mm) Head must be between 1 -1 3/8 inches (25 - 35 mm) from the bottom of the chin to the top of the head.)
- 5. Passport or a copy with you as you apply.
- 6. Credit card.

Steps to apply for a visa:

- 1. Login into: <u>http://evisa.go.ke/evisa.html</u>
- 2. Press the green button "Create an Account"
- 3. Then proceed to set up an account
- 4. Enter your passport number
- 5. Enter your first name
- 6. Enter your last name
- 7. Enter your other name (YOUR MIDDLE NAME)
- 8. Choose your gender
- 9. Enter your email
- 10. Confirm your email
- 11. Pick a password
- 12. Confirm your password (you might want to write down/save your email (which is your username) and password. You will have login again to this site.
- 13. Enter your Nationality (UNITED STATES)
- 14. Check the "Agree to Terms" box
- 15. Click Continue
- 16. You will log in with your email and password.
- 17. Next screen: Click the first box: "Get Service It should be the Directorate of Immigration (New Application)
- 18. Next Screen: Click: eVisa Application
- 19. Next Screen: Show steps to get a Evisa.



You can read the timeline and Pink Box and press the blue button "NEXT" on the top or button on the right of the screen.

- 20. Next Screen: Scroll Down to # 2
- 21. A: eVisa Applicant: Adult or Minor (Under 16 years of age don't need a visa) (18-years-old are considered minors.)
- 22. Scroll down and hit the blue button on the buttom right "Next"
- 23. Next Screen: Nationality and Residence
- 24. Nationality at Birth
- 25. Present Continent of Residence, if different: (Fill in Either way)
- 26. Applicants Continent of Residence: North America
- 27. Applicants Country of Residence:
- 28. Applicants Physical Address (just list street address: Example: 123 Main Street)
- 29. Applicants Phone Number
- 30. Applicants City/Town
- 31. Applicant's email
- 32. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 33. Next Screen 4 Passport Information
- 34. Travel Document Choose "National Passport"
- 35. Passport Number
- 36. Passport Place of Issue: Type in "United States"
- 37. Passport Date of Issue: (type in the way it is on the passport)
- 38. Passport Expiry Date: (type in the way it is on the passport)
- 39. Passport Issued by: Type in United States State Department
- 40. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 41. Next Page: Traveling Information
- 42. Previous visit to Kenya: Answer Yes or no
- 43. If Yes, just list your last trip
- 44. Fill In B Are you Traveling with a Minor: Yes or No (If you're a parent and your child is under 18 years old and traveling with you, mark yes, if a minor is traveling without his parents, the team leader needs to check YES for the minor(s) on the trip.
- 45. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 46. Next page :Visa Details
- 47. Type of Visa: Single Entry
- 48. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 49. Next Page: Applicants Information
- 50. Applicants Surname/Family Name (your last name)
- 51. Applicants Other Names in Full: (your first and middle name)
- 52. Applicants Gender
- 53. Marital Status
- 54. Applicant Date of Birth. Use this format for date: day/month/ year
- 55. Applicant Place of Birth: Whatever is listed on your passport
- 56. Applicant Country of Birth
- 57. Applicants Current Occupation:
- 58. Applicants Fathers Details: Alive, Deceased, Unknown
- 59. Fathers Name
- 60. Fathers Phone number. Use this format: 888789659. (NOT ASKED IF DECEASED)
- 61. Applicants Mother Details: Alive, Deceased, Unknown
- 62. Mothers Name
- 63. Mothers Phone number. Use this format: 888789659. (NOT ASKED IF DECEASED)
- 64. Spouse Name
- 65. Spouse Phone Number
- 66. Next of Kin Name (Can be someone you already listed)
- 67. Next of Kin Phone Number Use this format: 888789659

- 68. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 69. Applicants Reason for Travel. Choose: Tourism
- 70. Applicants Date of Entry (Date you enter the country not the date you leave the USA) Use this format day/month/year
- 71. Applicants Proposed Date of Departure from Kenya: Use this format day/month/year
- 72. Host Details: Hotel
- 73. Full names and Physical Address of the Host: Heart Lodge#3 Ridgeways Lane off Ridgeways Road
- 74. Host Phone Number: 735812058
- 75. Host Email address: reservationsheartlodge@gmail.com
- 76. Applicant Arrives by: Choose Air
- 77. Select Port of Entry: JKIA Nairobi
- 78. Scroll down to blue "NEXT" button on the right-side bottom of the page
- 79. Travel History
- 80. Recent visits to other countries in the last 3 months: Choose: Yes or No If yes, there maybe follow up questions.
- 81. Will you be returning to your Country of Residence? Choose: Yes or NO
- 82. Have you been previously denied entry into Kenya: Choose YES, or No?
- 83. Have you been previously denied entry in another Country: Choose Yes, or No?
- 84. Have you been convicted of an offence under any law system: Choose Yes, or No?
- 85. Scroll down to blue "NEXT" button on the right-side bottom of the page

<u>Uploads. ONLY JPEGS</u>

- 86. Recent passport Size Photo (wait until you see the picture to move on)
- 87. Passport Front Cover (wait until you see the picture to move on)
- 88. Passport Bio- Date Page For size limits use a Black and white pic (wait until you see the picture to move on)
- 89. Hotel Reservations (wait until you see the picture to move on)
- 90. Upload Additional Document----- NOT NEEDED
- 91. Double check to make sure all jpegs have been uploaded
- 92. Scroll down to blue "Next" button on the right-side bottom of the page
- 93. Review Page comes up. Please review all information especially your passport number, if incorrect, scroll back or start over.
- 94. Click the "Declaration" Button
- 95. If all is correct Scroll down to blue "Complete" button on the right-side bottom of the page
- 96. Pay for eVisa (this page is unusually slow)
- 97. Enter Credit Card Information
- 98. Enter 3 dights on the back of card
- 99. Enter Expiration Date
- 100. Press Submit
- 101. When it tells you, the transaction is "Sucessful" you are DONE. CONGRATS!!!!
- 102. Click the X in the corner of the box and press the "Proceed" Button

You will then be taken to your Dashboard page of your eVisa Status

103. Press logout

In 24-74 hours log back in <u>http://evisa.go.ke/evisa.html</u> to see if your visa has been approved.

If it is approved save it to your computer, and print color copy to take to Kenya with you. It must be in your carry on our personal bag, BUT NOT YOUR checked luggage.