

Kenyan Visa Application Instructions

If you are reading this, you and/or your students are wanting to apply for a Kenyan visa. This set of instructions should help you along the way. If you have any questions at all, please contact holly_widick@baylor.edu

The application for a Kenyan visa begins online. First, you fill out the online application, submit it, and then print off a physical copy to mail off with your passport and photos. Go to the Kenyan Embassy website (<http://www.kenyaembassy.com/dcservices/appforvisaonline.aspx>) and have your students read the instructions provided. After reading, follow the "Continue with Online Application" link to complete the online application form.

Step #1:

This is the first screen of the online application.

- Type of Visa: Single \$50 (FYI: Missions will pay this for you unless you are staying longer or a non-Baylor participants who want to apply on your own. You must tell Holly if this is something you prefer.)
- REMEMBER ALL DATES SHOULD BE IN DD/MM/YYYY FORMAT
- Profession/Occupation: Students should put student, faculty/staff members should put education, & non-Baylor participants should put their respective professions/occupations. (this may not be on the application anymore)

The screenshot shows a web browser window displaying the Kenyan Embassy's online visa application form. The browser's address bar shows the URL: <https://www.kenyaembassy.com/services/appforvisaonline.aspx>. The page title is "Embassy of The Republic of Kenya, Washington D.C. - Application for a Kenyan Visa". The website header features the Kenyan coat of arms and the text "Embassy of Kenya, Washington, DC". Below the header is a navigation menu with links for "ABOUT KENYA", "CONSULAR INFO", "TOURISM", "EMBASSY INFO", and "EVENTS". The main content area is titled "Online Application for a Kenyan Visa" and "Step 1 of 5". The form includes the following fields and options:

- Type of Visa: Single \$25, Multiple \$50, Transit \$10, Diplomatic/Official
- First Name:
- Middle Name:
- Last Name:
- Date of Birth (dd/mm/yyyy):
- Place of Birth:
- Country of Birth:
- Profession/Occupation:
- Gender: Male Female
- Nationality at Birth:
- Present Nationality if different:
- Street Address:
- City:
- State:
- Zip:
- Email Address:

At the bottom of the form are two buttons: "<< Previous" and "Next >>". The left sidebar of the website lists various services such as "Passport Services", "Visa Services", "Citizen Registration", and "Other Services". The browser's taskbar at the bottom shows various application icons and the system clock indicating "Tue 3:47 PM joell_beagle".

Step #2:

This is the second screen of the online application.

- Full names of Father/Husband/Wife (Next of Kin): You may run into a student who is neither married nor is in contact with their father for whatever reason. Let your student know that they are just asking for a name. This does not mean they will contact them, especially since they do not ask for their contact information.

The screenshot shows a web browser window displaying the Embassy of Kenya's online application portal. The browser's address bar shows the URL: <https://www.kenyaembassy.com/services/appforvisaonline.aspx>. The page title is "Embassy of The Republic of Kenya, Washington D.C.- Application for a Kenyan Visa".

The main content area features a navigation menu with the following items: ABOUT KENYA, CONSULAR INFO, TOURISM, EMBASSY INFO, and EVENTS. Below the menu, there are three service categories:

- Passport Services:** Application for a new Kenyan Passport, Application for a Kenyan Passport for a child under 16 Years of age, Application for a Lost or Mutilated Passport.
- Visa Services:** Application for a Kenyan Visa, Application for Referred Visa, Visa Free Countries.
- Citizen Registration:** Online Citizen Registration.
- Other Services:** Certificate of Good Conduct, Certificate of Identity, Document Authentication/Legalization, Duplicate Birth/ Death Certificate, Emergency Certificate, Employment Entry Form, Filming License, In Case of Arrest, Imports of Pet, Import Duty Exemption, J-1 Waiver Clearance, Marriage Certificate, Name Change in the

The main application form is titled "Online Application for a Kenyan Visa" and is "Step 2 of 5". It contains the following fields:

- Full names of Father/Husband/Wife (Next of Kin):**
 - First Name:
 - Middle Name:
 - Last Name:
 - Relationship:
- Name of husband or wife in the case of married persons or father if unmarried:**
 - First Name:
 - Middle Name:
 - Last Name:
 - Relationship: Husband Wife Father

At the bottom of the form, there are navigation buttons: "<< Previous" and "Next >>".

Step #3:

This is the third screen of the online application.

- Issuing Authority: U.S. Department of State
- Reason for entry: Tourism (Missions is NOT a valid reason for entry)
- Proposed Date of Entry: Check your flight itinerary
- Proposed Date of Departure: Check your flight itinerary
- Full Names & Addresses of Friends, Firms, or Relatives To Be Visited in Kenya, If Any:
 - For Nairobi Groups: GraceHouse Resort Ltd., P.O. Box 25724-00603, Nairobi, Kenya; Tel: 254 20 387 0407 / 9; Cell: 254 721 320917
 - For Kisumu Group (Kenya Medical Team): Ahero Pastoral & Social Centre, P.O. Box 4, Ahero, Kenya; Tel: 0721444221
- Dates and Durations of Previous Visits to Kenya: Depends on the individual

The screenshot shows a web browser window displaying the Embassy of Kenya's online visa application portal. The browser's address bar shows the URL: <https://www.kenyaembassy.com/services/appforvisaonline.aspx>. The page title is "Embassy of The Republic of Kenya, Washington D.C. - Application for a Kenyan Visa". The search bar contains "kenya embassy".

The website header features the Embassy of Kenya logo and navigation links: ABOUT KENYA, CONSULAR INFO, TOURISM, EMBASSY INFO, and EVENTS. The main content area is titled "Online Application for a Kenyan Visa" and is labeled "Step 3 of 5".

The application form includes the following fields:

- Passport/Travel Document held:
 - Number:
 - Place of issue:
 - Date of Issue (dd/mm/yyyy):
- Issuing Authority:
- Valid Until (dd/mm/yyyy):
- Country of Residence:
- State:
- Zip:
- Telephone:
- Reason for entry:

Below these fields, there are two text areas for additional information:

- Proposed date of entry (dd/mm/yyyy):
- Proposed date of departure from Kenya (dd/mm/yyyy):
- Full Names and Addresses of Friends, Firms or Relatives to be visited in Kenya, if any:
- Telephone:
- Cell Phone:
- Dates and durations of Previous Visits to Kenya:

At the bottom of the form, there are navigation buttons: "<< Previous" and "Next >>".

The left sidebar of the website lists various services:

- Passport Services**
 - Application for a new Kenyan Passport
 - Application for a Kenyan Passport for a child under 16 Years of age
 - Application for a Lost or Mutilated Passport
- Visa Services**
 - Application for a Kenyan Visa
 - Application for Referred Visa
 - Visa Free Countries
- Citizen Registration**
 - Online Citizen Registration
- Other Services**
 - Certificate of Good Conduct
 - Certificate of Identity Document Authentication / Legalization
 - Duplicate Birth/ Death Certificate
 - Emergency Certificate
 - Employment Entry Form
 - Filming License
 - In Case of Arrest
 - Imports of Pet
 - Import Duty Exemption
 - J-1 Waiver Clearance
 - Marriage Certificate
 - Name Change in the

Step #4:

This is the fourth screen of the online application.

- Will You Be Returning to Your Country of Residence/Domicile: Yes
- Enter the Code Shown
- Click "Submit Your Application"

The screenshot shows a Safari browser window displaying the Embassy of Kenya website. The page title is "Embassy of The Republic of Kenya, Washington D.C.- Application for a Kenyan Visa". The URL in the address bar is "https://www.kenyaembassy.com/services/appforvisaonline.aspx". The search bar contains "kenya embassy".

The website header features the Embassy of Kenya logo and navigation links: ABOUT KENYA, CONSULAR INFO, TOURISM, EMBASSY INFO, and EVENTS.

The main content area is titled "Online Application for a Kenyan Visa" and is "Step 4 of 5". It asks, "Will you be returning to your Country of Residence/Domicile?" with radio buttons for "Yes" and "No".

Below the question is a CAPTCHA image showing the number "130250". The text "Enter the code shown above:" is displayed below the image, followed by an input field. A note states: "(Note: If you cannot read the numbers in the above image, reload the page to generate a new one.)"

At the bottom of the application form are two buttons: "<< Previous" and "Submit Application".

The left sidebar contains a list of services under the following categories:

- Passport Services**
 - Application for a new Kenyan Passport
 - Application for a Kenyan Passport for a child under 16 Years of age
 - Application for a Lost or Mutilated Passport
- Visa Services**
 - Application for a Kenyan Visa
 - Application for Referred Visa
 - Visa Free Countries
- Citizen Registration**
 - Online Citizen Registration
- Other Services**
 - Certificate of Good Conduct
 - Certificate of Identity
 - Document Authentication/Legalization
 - Duplicate Birth/ Death Certificate
 - Emergency Certificate
 - Employment Entry Form
 - Filming License
 - In Case of Arrest
 - Imports of Pet
 - Import Duty Exemption
 - J-1 Waiver Clearance
 - Marriage Certificate
 - Name Change in the

Step #5:

This is the fifth and final page of the application.

- Your visa application has been successfully submitted!!
- Click on the PDF icon to download and print your application.
- Sign and date your application using blue or black ink.

The screenshot shows a Safari browser window displaying the Embassy of Kenya website. The page title is "Embassy of The Republic of Kenya, Washington D.C.- Application for a Kenyan Visa". The URL is "https://www.kenyaembassy.com/services/appforvisaonline.aspx". The page content includes a navigation menu with "ABOUT KENYA", "CONSULAR INFO", "TOURISM", "EMBASSY INFO", and "EVENTS". The main content area is titled "Online Application for a Kenyan Visa" and "Step 5 of 5". It displays a "Confirmation" message: "Your VISA application has been successfully submitted." and "Your confirmation Number is: VS130256KE". Below this, there is a "Download Application" button and a link to check the status of the application. The page also includes contact information for the Embassy of The Republic of Kenya and a note that only money orders and cashiers checks are acceptable for payment.

When you have completed your application, submit it to Baylor Missions along with your actual passport & 2 passport-sized photos. Baylor Missions will mail and pay on your behalf.

This application is due to Baylor Missions by Wed, March 21, 2012

Note: Your visa application fee is already included in your overall trip cost. You do NOT need to submit an additional payment to get your visa application processed.