

# How to Apply Online for a Kenyan Visa: A Pictorial Tutorial

1) Go to [www.ecitizen.go.ke](https://www.ecitizen.go.ke) and click on “Register”

Please read these instructions in their entirety before applying for your visa. There is outstanding information and materials that you must gather before commencing.

The screenshot displays the eCitizen website interface. At the top, the eCitizen logo is visible, along with navigation links for Overview, Services, FAQs, Register, and Login. The Register link is circled in red. Below the navigation bar, there is a large banner image of a woman sitting at a desk with a laptop. To the right of the banner, a registration form is displayed with the heading "Apply for Government services ChapChap!". The form includes fields for "National ID Number" and "Enter First Name as in National ID", followed by a red "Register Now!" button. Below the banner, the section "WHY ECITIZEN" is shown, featuring four icons and their corresponding descriptions: Single Sign-on, Convenience, Notifications, and Online Services.

https://www.ecitizen.go.ke/

Logon Google eCitizen - Gateway to All Go... Assignments | Catholic Relief S...

File Edit View Favorites Tools Help

Contact Us Today! | support@ecitizen.go.ke | +254 772 246 669 | +254 708 206 206

eCitizen Fast.Secure.Convenient

Overview Services FAQs Register Login

Apply for Government services **ChapChap!**

Enter your details below to get started

National ID Number

National ID Number

Enter First Name as in National ID

First Name

Register Now!

WHY ECITIZEN


Single Sign-on  
One account is all you need, a single username and password gets you into everything government.

Convenience  
Pay using mobile money, Credit, Debit Cards and online banking from local banks.

Notifications

Online Services

2) Click on “Create an Account” in the Visitors part of the page


Fast.Secure.Convenient

[Overview](#)[Services](#)[FAQs](#)[Register](#)[Login](#)

## Register with eCitizen

### CITIZENS


This account is for Kenyan citizens only. You will need your National ID number and your first name to register.



Create an Account

### BUSINESS


This account is for businesses registered in Kenya. You will need your business registration number.



Coming Soon!

### FOREIGN RESIDENTS


This account is for foreigners residing in Kenya. You will need your foreigner certificate and your first name to register.



Create an Account

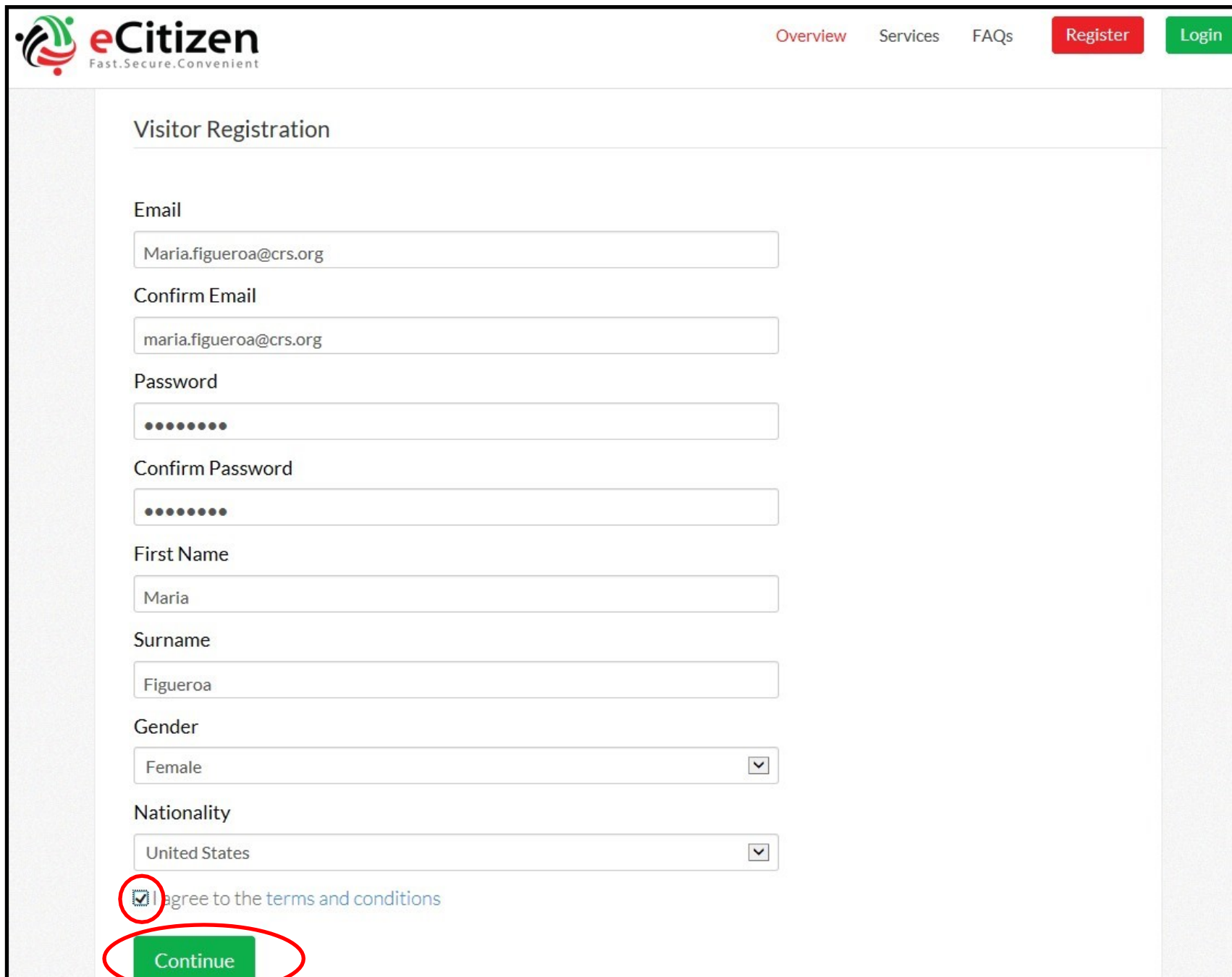
### VISITORS

Nationals who require VISA to enter Kenya can now apply for their eVisa via [www.ecitizen.go.ke](http://www.ecitizen.go.ke).  
[Click here to learn more about Kenyan VISA.](#)



Create an Account

3) Fill out the fields, agree to the terms and click "Continue"



The image shows a web form titled "Visitor Registration" on the eCitizen portal. The header includes the eCitizen logo with the tagline "Fast.Secure.Convenient" and navigation links for Overview, Services, FAQs, Register, and Login. The form contains several input fields: Email (filled with "Maria.figueroa@crs.org"), Confirm Email (filled with "maria.figueroa@crs.org"), Password (masked with dots), Confirm Password (masked with dots), First Name (filled with "Maria"), Surname (filled with "Figueroa"), Gender (dropdown menu set to "Female"), and Nationality (dropdown menu set to "United States"). At the bottom, there is a checkbox labeled "I agree to the terms and conditions" which is checked, and a green "Continue" button. Both the checkbox and the button are circled in red.

**eCitizen**  
Fast.Secure.Convenient

Overview Services FAQs Register Login

### Visitor Registration

Email  
Maria.figueroa@crs.org

Confirm Email  
maria.figueroa@crs.org

Password  
.....

Confirm Password  
.....

First Name  
Maria

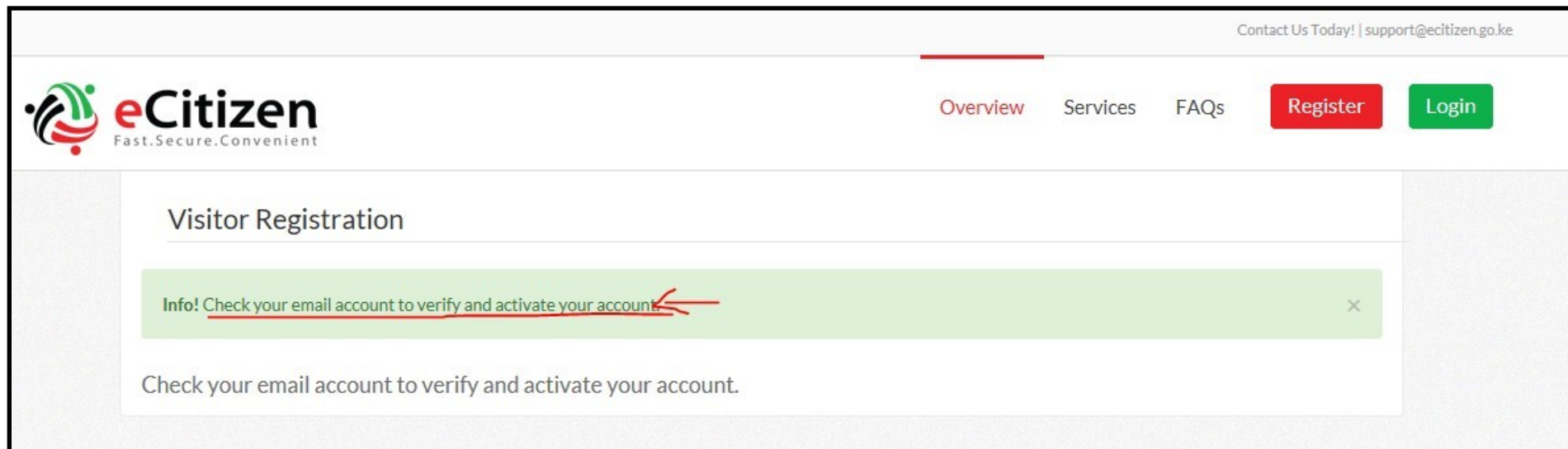
Surname  
Figueroa

Gender  
Female

Nationality  
United States

☒ I agree to the terms and conditions

Continue



4) As shown above, your screen will reflect that a verification email has been sent. Below is a copy of what the email might look like. Click on the link in the email to activate your account



5) Your screen will reflect that your account was verified. Click “next”

**eCitizen**  
Fast.Secure.Convenient

[Overview](#) [Services](#) [FAQs](#) [Logout](#)

## Account Verified

STEP 1 STEP 2 STEP 3 STEP 4

Account Verified

Account Verified

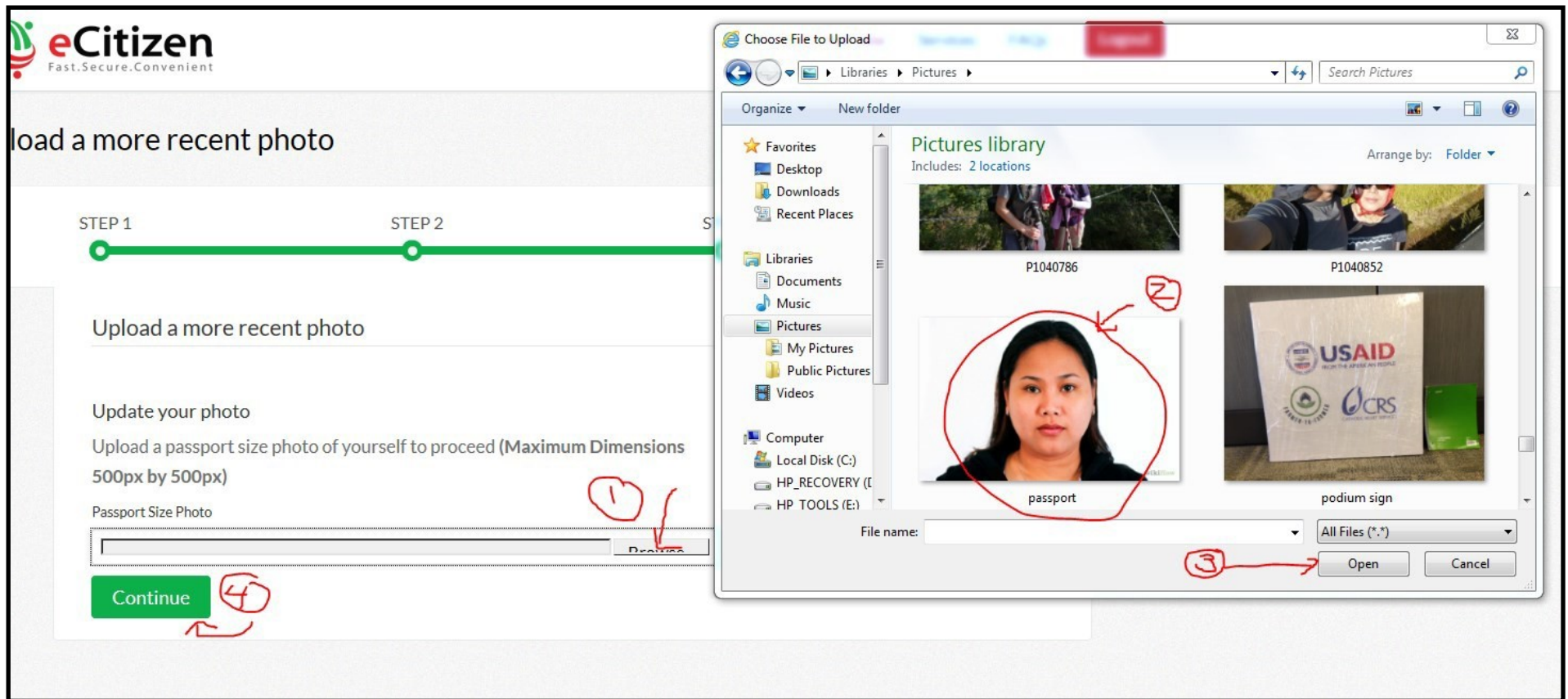
✓

Your Account verification is successful

Next



6) You will be asked to upload a picture. Click “Browse” to find the photo in your computer files, click on the correct picture, click “Open” to upload, and then click the “Continue” button. Note that the picture cannot be larger than 500px by 500px.



Upload a more recent photo

Update your photo

Upload a passport size photo of yourself to proceed (**Maximum Dimensions 500px by 500px**)

Passport Size Photo

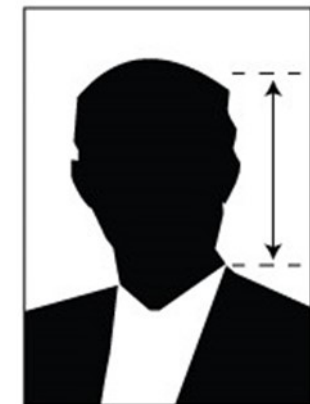


Continue

← 2

7) Here you are given a chance to crop your picture by using the magnifying glasses to make your picture larger/smaller and/or Stretching the frame around the picture. Click the "Continue" after properly placing the frame.

Tip: The photo that lies inside the frame should have the same approximate *proportions* as the sample below, although it need not be the same size.



# Official Photo requirements for Kenyan Visa Application

## KENYAN VISA APPLICATION

[How do I Apply](#)

[Who requires a visa?](#)

[Types of Visa and fees](#)

[Requirements](#)

[Photo and Upload Guidelines](#)

## Photo requirements, during Registration

1. The photograph must be in colour.
2. It should have a white background.
3. It should have a close up of your head and top of your shoulders so that your face takes up 70-80% of the photograph.
4. It should be in sharp focus and clean.
5. It should be of high quality with no ink marks and creases.
6. The photograph must show you looking directly at the camera.
7. It should be 5.5cm \* 5.5cm (207px \* 207px).
8. It should show your skin tone naturally.
9. It should have appropriate brightness and contrast.
10. The photograph should be a recent one not more than 6 months old.
11. It is to be taken without headgear.
12. Photograph can be taken with headgear, after consideration on case to case basis if the applicant wears headgear on religious grounds. The main characteristics of the face must be apparent from the photograph. Chin, nose, eyes and eyebrows must not be covered, the forehead should be uncovered to the extent that the shape of the face is apparent.
13. It should be without hat/cap.
14. It should be with the applicant's hair tucked behind his/her ears.
15. The photograph should not have any staple marks.
16. Scanned & colour photocopies would NOT be accepted.



## Tips for taking a good passport picture

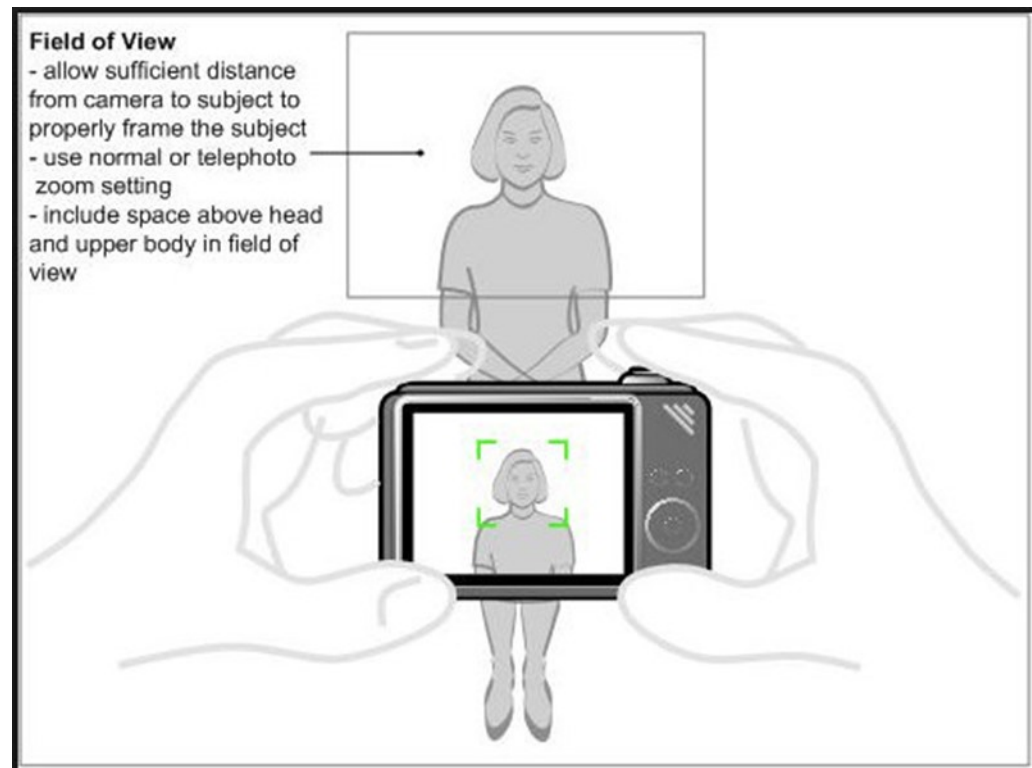
**In addition** to the official Kenyan photo requirements, found on page 8, please consider the following tips

Take a picture with sufficient white space to allow you to crop the photo to the proper size (see the graphic below)

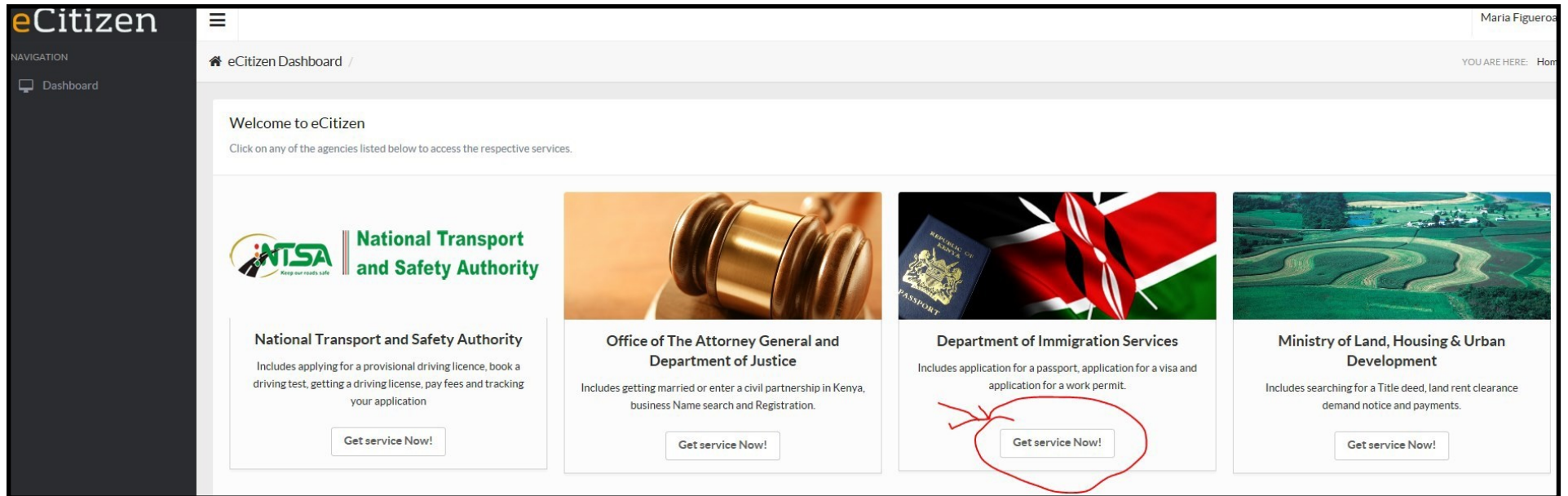
Do not smile in the photo; have a neutral expression with mouth closed

Adjust the lighting so that shadows are minimized

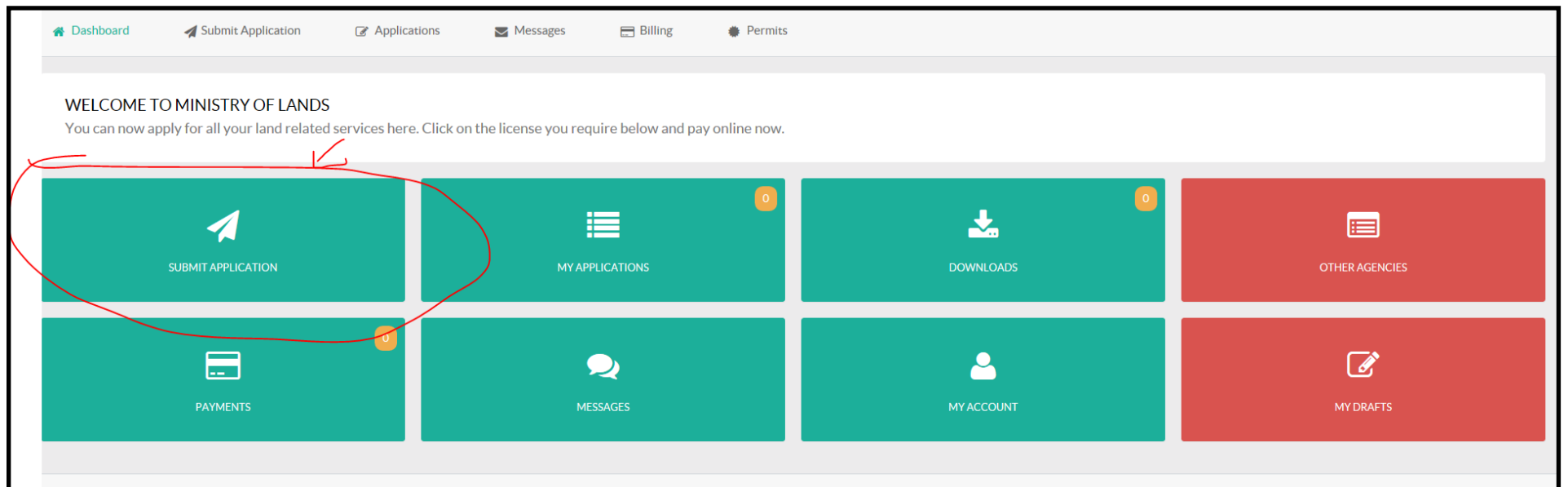
If you wear glasses, you may wear them in your photo, but avoid glares that obscure your eyes, or tinted lenses



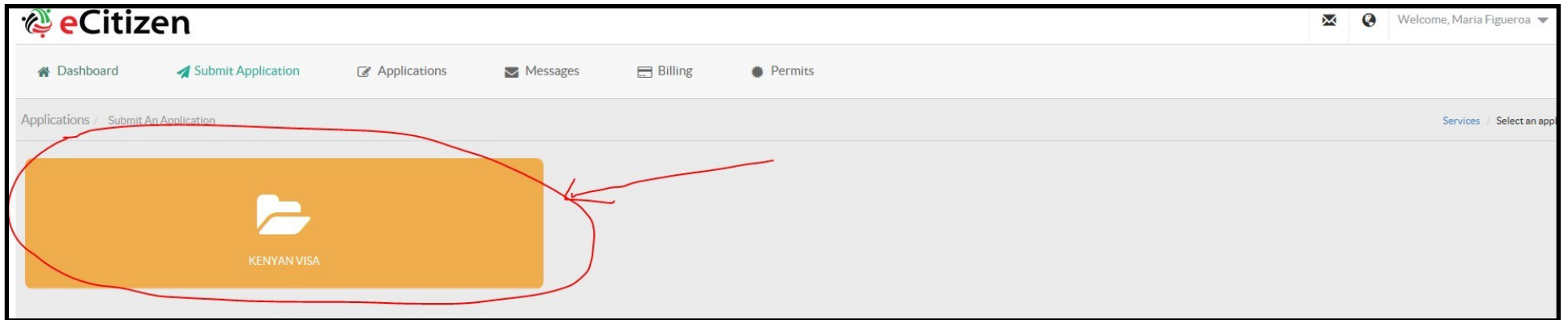
8) Click on “Get Service Now” in the “Department of Immigration Services” section



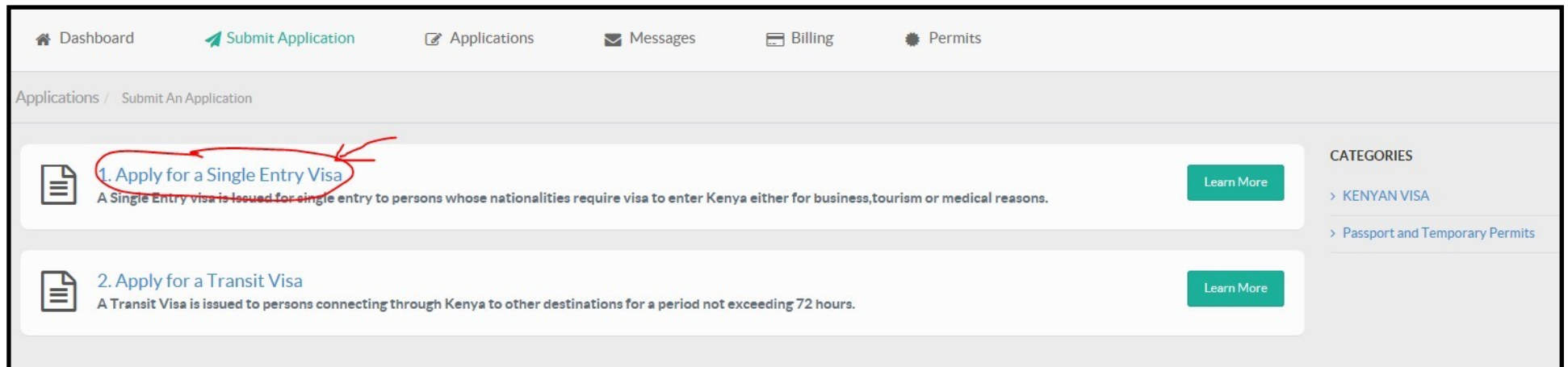
9) Click on “Submit Application”



10) Click on “Kenyan Visa”



11) Click on “Apply for a Single Entry Visa”



Tip: Click on these links  
for additional helpful  
information

12) Click on “Apply  
Now”

## 1. APPLY FOR A SINGLE ENTRY VISA

### SINGLE ENTRY VISA

Issued for single entry to persons whose nationalities require visa to enter Kenya either for business, tourism or medical.

#### What you need to Know before you apply

1. [How to apply and disclaimer.](#)
2. [Who requires a Visa?](#)
3. [Types of eVisa available.](#)
4. [Requirements on Arrival.](#)
5. [Photo Guidelines.](#)

### REQUIREMENTS FOR SINGLE JOURNEY VISA

1. Valid travel document not less than six months.
2. Complete visa application form.
3. At least One Blank page in the holders passport.
4. Return ticket.

### VISA FEES

Visa Type	Visa Fees
SINGLE JOURNEY VISA + Service Charge	\$51.00

#### Note

1. Visa processing fee is non-refundable.
2. All Visa Applications attract a \$1 Service Charge.
3. Incomplete applications will be rejected.
4. The possession of a visa is not the final authority to enter the Republic of Kenya.
5. Engaging in any form of business or employment without a requisite permit or pass is an offence.
6. Please note that a visa is required prior to entry into Kenya.

Apply Now

## KENYAN VISA

- > [1. Apply for a Single Entry Visa](#)
- > [2. Apply for a Transit Visa](#)



### 13) Fill out the fields below with your personal information

1420226-002 - 1. Apply for a Single Entry Visa

Where are you making this application from? \*

United States

Are you applying for yourself or for your Child? \*

Self

Note that all adults require to register for an ecitizen account.

Applicants Details

Surname / Family Name \*

Figueroa

Other Names in Full \*

Maria Kathleen

Gender \*

☒ Female

☐ Male

Full Names of Parent (s) / Spouse (s) \*

Father: John James Smith, Mother: Jane Ruth Smith, Spouse: Aldo Carlos Figueroa

Date of Birth \*

04

18

1980

/ MM

/ DD

YYYY

Place of Birth \*

Baltimore, MD

Country of Birth \*

United States

Profession / Occupation \*

Volunteer Recruiter

Nationality and Residence

Current Nationality \*

United States of America

Cant find your Nationality? Click here to find out why.

Country of Residence \*

United States

14) Fill out the fields below with your personal information

Phone Number *		4109517366		Do not enter any dashes, spaces, parenthesis, or plus signs when entering phone numbers on this form	
		in the Country of Residence			
Email *		maria.figueroa@crs.org			
		in the Country of Residence			
Sport/Travel Document held:					
Passport Number *		123456789			
Place of issue *		United States			
Date of Issue *		06	06	2007	
		/ MM	/ DD	YYYY	
Expiry date *		06	06	2017	
		/ MM	/ DD	YYYY	
port must be valid for atleast next 6 months					
Issued by *		Department of State			
Travel details					
Specify reasons for Entry *		Visit to CRS Kenya Office			
		List this as the reason for your visit to Kenya			
Proposed Date of Entry *		08	14	2015	
		/ MM	/ DD	YYYY	
Proposed Date of Departure from Kenya *		08	28	2015	

14) Fill out the fields below with your personal information

Full names and Physical address of Hotels / Places / Firms / Friends or Relatives to be visited in Kenya *	<p>Catholic Relief Services Kenya Office P.O. Box 49675 - 00100 Nairobi, Kenya St. Augustine Court <u>Karuna Close Road</u></p> <p>AACC guest house located along <u>Wayaki Way</u>, <u>Westlands</u> area of Nairobi</p>
Telephone/Cell no. *	<p>254204210000</p>
Email *	<p>gabriel.mbokothe@crs.org</p>
Travel History	
Dates and Duration of recent visits to Other countries in the last 3 months *	Fill this out according to your previous travel. If you can't remember, look at how your passport is stamped, in case they check.
Dates and Duration of previous visits to Kenya *	Fill this out according to your previous travel. If you can't remember, look at how your passport is stamped, in case they check.

Enter the CRS Office address shown here and the Hotel and address of the hotel listed on your SOW. If no hotel is listed, please email Gabriel and Peterson (emails listed on SOW) and ask for the address

Enter Gabriel's email here, as shown

This field will only take one number. Enter the number shown here (CRS Kenya Office) without any other symbols or text.

## 15) Fill out the fields below with your personal information

Will you be returning to your Country of Residence/Domicile? *	<input type="checkbox"/>
Have you been previously denied entry into Kenya? If yes state when and give reasons for denial. *	<input type="checkbox"/>
Have you been previously denied entry into another Country? If yes state when and give reasons for denial. *	<input type="checkbox"/>
Have you ever been convicted of any offence under any system of law? If yes give offense and penalty? *	<input type="checkbox"/>

Depending on your answers to these four questions, you may be asked to provide more information

## 16) Fill out the fields below with your personal information

Scan or take a photo of your passport's bio data page then attach. *	<input type="text"/>	Browse...	①
Attach a passport photo 5.5cm by 5.5cm *	<input type="text"/>	Browse...	②
Upload additional Documents e.g Invitation letter, Hotel Booking or travel Itinerary *	<input type="text"/>	Browse...	③
Arriving by *	<input type="text" value="Air"/>		④
Select Point of Entry by Air *	<input type="text" value="Jomo Kenyatta Airport, Nairobi"/>		⑤

**DECLARATION**  
(WARNING: Giving false information may result in rejection of an application or prosecution.)

⑥ ☒ I declare that to the best of my knowledge and belief all the statements on this form are true.

Please use these responses unless your travel itinerary reflects something different

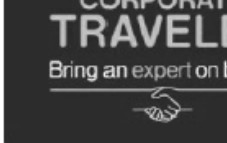
Continue ⑦



[illegible]

A portrait of a young woman with dark skin and her hair styled in small braids. She is wearing a blue and white plaid button-down shirt. She has a neutral expression and is looking directly at the camera against a plain, light-colored background.

Travel Itinerary-received from Corporate Traveler via email in an attachment



Corporate Traveler Washington DC 1 \* 1401 South Clark Street \* Suite 720 \* Arlington, VA 22202 \* United States  
 Tel: 703 236-1220 Toll Free: 1866-637-1093 Afterhours Emergency: USA/Canada 1855-396-4499 Intl +1-571-302-8283 \* Fax: 703-414-3750

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**Remarks**

FARE USD 2257.56 PLUS 71.18 SEATS  
 CANCELLATION BEFORE DEPARTURE NONREFUNDABLE  
 CANCELLATION AFTER DEPARTURE NONREFUNDABLE  
 DATE CHANGES USD 300 PLUS FARE DIFFERENCE

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**Travel Summary - Record ANNXY5**

Traveler

**Traveler**

Date	From/To	Flight/Vendor	Depart/Arrive	Class/Type
09/08/2017	MSP-AMS	DL 160	05:15 PM/08:30 AM	Economy
09/09/2017	AMS-DAR	DL 9349	10:25 AM/10:00 PM	Economy
09/22/2017	DAR-AMS	DL 9349	11:10 PM/07:25 AM	Economy
09/23/2017	AMS-MSP	DL 9364	09:35 AM/11:20 AM	Economy

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**AIR - Friday, September 8 2017**

**Delta Air Lines Flight DL160 Economy Class**

**Depart:** St Paul Intl, TERMINAL 1 - LINDBERGH  
 Minneapolis, Minnesota, United States  
 05:15 PM Friday, September 8 2017

**Arrive:** Schiphol Airport  
 Amsterdam, Netherlands  
 08:30 AM Saturday, September 9 2017

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**Airline Locator:** GFBLUE  
**Duration:** 8 hour(s) and 15 minute(s) Non-stop  
**Status:** Confirmed - Delta Air Lines Booking Reference: GFBLUE  
**Meal:** Dinner  
**Equipment:** Airbus Industrie A330-300  
**Seat:** 21B Confirmed

## 17) Review the information you entered on your visa application to ensure it is correct

<b>Review Your Entry</b>	
<u>Please review your entry below.</u> Click Submit button to finish.	
Where are you making this application from?	United States
Are you applying for yourself or for your Child?	Self
Surname / Family Name	Figueroa
Other Names in Full	Maria Kathleen
Gender	Female
Full Names of Parent (s) / Spouse (s)	Father: John James Smith, Mother: Jane Ruth Smith, Spouse: Aldo Carlos Figueroa
Date of Birth	Apr 18, 1980
Place of Birth	Baltimore, MD
Country of Birth	United States
Profession / Occupation	Volunteer Recruiter
Current Nationality	United States of America
Country of Residence	United States
Physical address in the Country of Residence	123 West Main St. City, State 12345
Phone Number	4109517366
Email	maria.figueroa@crs.org
Passport Number	123456789
Place of issue	United States
Date of Issue	Jun 06, 2007

18) If the information is correct, click “Submit,” if you need to edit it, click “Previous”

Date of Issue	Jun 06, 2007
Expiry date	Jun 06, 2017
Issued by	Department of State
Specify reasons for Entry	Visit to CRS Kenya Office
Proposed Date of Entry	Aug 14, 2015
Proposed Date of Departure from Kenya	Aug 28, 2015
Full names and Physical address of Hotels / Places / Firms / Friends or Relatives to be visited in Kenya	Catholic Relief Services Kenya Office P.O. Box 49675 – 00100 Nairobi, Kenya St. Augustine Court Karuna Close Road  AACC guest house located along Wayaki Way, Westlands area of Nairobi
Telephone/Cell no.	254204210000
Email	gabriel.mbokothe@crs.org
Dates and Duration of recent visits to Other countries in the last 3 months	Fill this out according to your previous travel. If you can't remember, look at how your passport is stamped, in case they check.
Dates and Duration of previous visits to Kenya	Fill this out according to your previous travel. If you can't remember, look at how your passport is stamped, in case they check.
Will you be returning to your Country of Residence/Domicile?.	Yes
Have you been previously denied entry into Kenya? If yes state when and give reasons for denial.	No
Have you been previously denied entry into another Country? If yes state when and give reasons for denial.	No
Have you ever been convicted of any offence under any system of law? If yes give offense and penalty?	No
Scan or take a photo of your passport's bio data page then attach.	1-Post-harvest volunteer Speci... ( B )
Attach a passport photo 5.5cm by 5.5cm	2-Group discussion bn Post-har... ( B )
Upload additional Documents e.g Invitation letter, Hotel Booking or travel Itinerary	1-Post-harvest volunteer Speci... ( B )
Arriving by	Air
Select Point of Entry by Air	Jomo Kenyatta Airport, Nairobi
I declare that to the best of my knowledge and belief all the statements on this form are true.	
<div>SubmitPrevious</div>	

19) Chose your payment method and enter your credit card information. Retain an electronic record of your purchase.

The screenshot displays a web application interface for payment. The top navigation bar includes links for Dashboard, Submit Application, Applications, Messages, Billing, and Permits. The main heading is "CHOOSE YOUR PAYMENT METHOD".

Under "CHOOSE YOUR PAYMENT METHOD", there is a radio button labeled "Debit/Credit/Prepaid Card" (annotated with a red "1"). Below this, there are logos for MasterCard and VISA. A green box contains the text: "To Pay your bill ( USD 52.53) via Your Visa or MasterCard. Enter Your Card Details Below then click 'Complete'".

The form fields for card details are as follows:

- Enter Card Number (annotated with a red "2")
- CVV
- The last three digits at the back of your card
- Expiration Date (Month and Year dropdowns)
- A green "Complete" button (annotated with a red "3")

On the right side, there is a "BILLING DETAILS" section with a profile picture and contact information for MARIA FIGUEROA. Below this is an "ORDER SUMMARY" table:

ORDER SUMMARY	
1. Apply for a Single Entry Visa	USD 51
Card Handling Fee	USD 1.275
<b>Total:</b>	<b>USD 52.275</b>

At the bottom right, there is a "Need Help? Call us now" banner with a phone number +254 708 206 206 and a photo of a woman.

Note: These visual instructions were generated as an example, but information changes over time. If you find any errors with these instructions, please reach out to maria.figueroa@crs.org. If you are able to take a screen shot that would be helpful.