

# VISA SERVICES CANADA

[WWW.VISASERVICESCANADA.CA](http://WWW.VISASERVICESCANADA.CA)

## VISA APPLICATION FEES FOR KENYA

\*\*\* Visa fees and times are subject to change by embassies without notice \*\*\*

As of 01 Jul 2017

### **BUSINESS VISA - TOURIST VISA - VISITOR VISA**

- Single Entry Visa, valid for 3 months \$65

### **EAST AFRICA TOURIST VISA**

- Multiple Entry Visa, valid for 3 months \$130

**TRANSIT VISA** (Single/double-entry Transit Visa) \$35 / \$70

- **REGULAR SERVICE FEE** (12 working days) \$75.
- **EXPRESS SERVICE FEE** (8 working days) \$115.
- **URGENT SERVICE FEE** (4 working days) \$150.

## SPECIFIC VISA REQUIREMENTS FOR KENYA

You must put these items in the application package:

- original passport, valid for at least 6 months after return to Canada, with at least two blank pages.
- two (2) passport-style photograph
- two (2) typed and signed Kenya visa application forms
- an air ticket or air itinerary from your travel agent (NOT trip itinerary) showing flights into and out of Kenya to another country (preferably to and from Canada with a stop in Europe)
- an onward air ticket if applying for a transit visa (NOT trip itinerary)
- Supporting letter e.g. letter from company or Invitation letter for business visits/family visits. or
- Personal letter requesting the East Africa Tourist Visa (EATV) from each applicant
- Hotel bookings and details about places to stay if going as tourist, meaning the name and address of one hotel or safari lodge in which you will stay.

### **EAST AFRICA TOURIST VISA**

An agreement between KENYA and UGANDA and RWANDA means a special multiple entry visa will be sufficient for visiting all of the three countries. The visa is issued by the government of Kenya and is valid for travel to all three countries. A visit to any other country (such as Tanzania or Zambia) means a second Kenyan entry visa is required for Kenya, as well as for that other country. **You MUST include the full day-by-day (dated) itinerary showing the exact real dates of entry and exit of each EATV country you will visit.** You must also provide a personal letter requesting the EATV.

**VOLUNTEERS** - Visa applicants who intend to undertake an internship/placement or volunteer work in Kenya are required to liaise with their host organizations/companies in Kenya to make application for authorization to the Director of Immigration Services Nairobi. prior to their engagement in the respective attachments. Volunteers should provide a formal letter of invitation from the Kenyan NGO showing what they will be doing and where they will be housed. You must carry this letter into Kenya where you will have to apply for a work permit in country.

**BUSINESS VISA** - This visa allows the holder to attend conferences, workshops, seminars or discussions. Those who wish to conduct temporary business in Kenya lasting up to three months require authorization from Immigration Headquarters in Nairobi. You can apply for a *Special Pass* after entering Kenya.

# VISA SERVICES CANADA®

*Freedom to Travel, Personalized®*



Visa Services Canada, Inc.  
275 Slater Street, Suite #900  
Ottawa, ON, K1P 5H9, CANADA  
Phone: 613-231-7054  
Toll-free: 866-378-1229

www.VisaServicesCanada.ca  
info@visaservicescanada.ca

### ALL APPLICANTS: full legal names

|    |  |
|----|--|
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |

### SHIPPING ADDRESS - all details mandatory

|                |  |                         |              |  |
|----------------|--|-------------------------|--------------|--|
| Street Address |  |                         | Apartment #  |  |
| City           |  |                         | Province     |  |
| Postal Code    |  | Country (if not Canada) |              |  |
| Phone          |  |                         | Office Phone |  |
| Cell Phone     |  |                         |              |  |
| Email          |  |                         |              |  |

| Visa Countries<br>(in order of arrival) | Visa type<br>tourist / business / etc | Entries<br>1 / 2 / multi | Service level<br>regular / fast | Date of entry & exit<br>(dd / mm / yy) |
|---|---------------------------------------|--------------------------|---------------------------------|--|
|   |                                       |                          |                                 |  |
|   |                                       |                          |                                 |  |
|   |                                       |                          |                                 |  |
|   |                                       |                          |                                 |  |
|   |                                       |                          |                                 |  |

### SHIPPING OPTIONS

- Personal pick-up in Ottawa
- Canadian shipping \$30
- Cdn10:30am shipping \$40
- Foreign shipping (cost+)

Do not write in this area

### Payment:

- Visa
- Mastercard
- E-Transfer

Cardholder

Card #

Expiry date

Original ink signature & date (authorizing credit card charge and terms of service). Credit card must be in the name of an applicant.

SIGN HERE

Terms: By using *Visa Services Canada* you are authorizing the company to handle your personal information and your passport, and to hand over such passports and information to a foreign diplomatic mission in Canada or abroad for the purpose of acquiring a visa. By using the services of VSC you are accepting in whole the following terms, conditions, and limitations: VSC cannot and does not guarantee a visa will be issued by a diplomatic office, as this is the sole prerogative of the foreign government. VSC is not responsible for the safety or security of your passport once the passport has entered the diplomatic grounds or passed into the control of a shipper. VSC is not liable for any stolen or lost passport, and has no liability for late shipping delivery of passports and visas. Cash, bank drafts, credit cards and money orders are subject to a 1 % bank charge. I understand this liability statement.

### Internal Use Only

SHIPPING

Date sent by VSC

Tracking #

Date received by client

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## SECURE PAYMENT OPTION FOR TOURIST & VISIT VISAS

*Visa Services Canada, Inc.* is pleased to offer the most secure means of payment available in Canada for the processing of your tourist or your visit visa.

### INTERAC e-Transfer®

*Interac e-Transfer* is a funds transfer service between personal and business accounts at Canadian banks and other financial institutions. You do not have to provide any account details or even a credit card number to our company. Our staff never see any of your account details when you use an e-transfer method of payment. You deal only with your bank or financial institutions to make payment in a totally secure environment right from your home or office.



### HOW IT WORKS

1. Fill in the entire visa application form, including the VSC cover page above, and send it to our office by courier or e-mail as applicable.
2. Our professional staff review your application and determine the total payment (including taxes and shipping) to be made by you.
3. Our staff send you an e-mail detailing the full and final charges. This email will contain all the instructions for making the e-transfer. It will include the e-mail and security codes, and step-by-step instructions for you.
4. You, or a friend or relative acting on your behalf, make the e-transfer to VSC for all the visa processing charges and fees.
5. It takes about 30 minutes for the bank to send the e-transfer notification to our office. We then receive the funds and can then pay the embassy on your behalf. Payment must be received before the embassy can be approached with your application.

### YOUR E-MAIL ADDRESS

Applicants **MUST** provide at least one (1) working and monitored e-mail address on the VSC cover page so that our staff can contact you with details of the payment. Please provide two.

An application form without a typed correct and monitored e-mail address cannot be processed.

Applicants who respond immediately are assisted first. Applicants who do not respond within three days (72 hours) will have their applications cancelled and their passports prepared for return. Failure to respond promptly may result in you missing your journey.



APPLICATION FORM FOR A VISA
(To be completed in Block Letters)

- 1. Visa required (specify) [ ] Single [ ] Multiple [ ] Transit
2. (a) Surname/Family Name .....
(b) Other Names in Full .....
(c) Sex [ ] Male [ ] Female
(d) Full Names of Parent(s)/spouse(s) .....
3. (a) Date of Birth [ ] DD [ ] MM [ ] YYYY
(b) Country and Place of Birth .....
(c) Profession/occupation .....
4. (a) Nationality at Birth .....
(b) Present Nationality, if different .....
(c) Country of Residence .....
(d) Contact Address in the Country of Residence (Physical address)
.....
Telephone.....
E-mail .....
5. Passport/Travel Document held:
(a) No. ....
(b) Place of Issue .....
(c) Date of Issue .....
(d) Expiry date .....
(e) Issued by .....
6. (a) Specify reasons for Entry .....
(b) Proposed Date of Entry .....
(c) Duration of stay .....

7. Full names and addresses of Hotels/Places/Firms/Friends or Relatives to be visited in Kenya  
(Physical address)

.....

Telephone/Cell no. ....

E-mail .....

8. Dates and Duration of previous visits to Kenya .....

.....

9. Will you be returning to your Country of Residence/Domicile?.....

10. Have you been previously denied entry into Kenya? If yes state when and reasons given.

.....

11. Have you ever been convicted of any offence under any system of law? If yes give offence  
and penalty?.....

.....

.....

I, ..... (insert name)

understand that if any of the particulars furnished above are found to be incorrect or  
if any relevant information is found to be withheld or suppressed, the visa is liable to be  
cancelled.

(Signature of applicant).....

Date.....

**NOTE:**

- (a) Incomplete applications will be rejected
- (b) The possession of a visa is not the final authority to enter the Republic of Kenya
- (c) Engaging in any form of business or employment without a requisite permit or pass is an offence.

**FOR OFFICIAL USE**





APPLICATION FORM FOR A VISA
(To be completed in Block Letters)

1. Visa required: East Africa Tourist Visa

2. (a) Surname/Family Name .....

(b) Other Names in Full .....

(c) Sex: Male [ ] Female [ ]

(d) Full Name of either parent or spouse (if married)

.....

3. (a) Date of Birth ..... Date Month Year

(b) Country and Place of Birth .....

(c) Profession/occupation .....

4. (a) Nationality at Birth .....

(b) Present Nationality, if different .....

(c) Country of Residence .....

(d) Contact Address in the country of residence (Physical address)

.....

Telephone.....

E-mail .....

5. Passport/Travel Document held:

(a) No. ....

(b) Place of Issue .....

(c) Date of Issue .....

(d) Expiry date .....

(e) Issued by .....

6. (a) Specify reasons for Entry .....

.....

(b) Proposed Date of Entry .....

(c) Duration of stay .....

7. Full names and addresses of Hotels/Places/Firms/Friends or Relatives to be visited in Kenya

(Physical address)

.....

Telephone/Cell no. ....

E-mail .....

8. Dates and Duration of previous visits to Kenya .....

.....

9. Will you be returning to your Country of Residence/Domicile?.....

10. Have you been previously denied entry into Kenya? If yes state when and reasons given.

.....

11. Have you ever been convicted of any offence under any system of law? If yes give offence and penalty?.....

.....

.....

I, .....

*(Insert your full name)*

Understand that if any of the particulars furnished above are found to be incorrect or if any relevant information is found to be withheld or suppressed, the visa is liable to be cancelled.

(Signature of applicant)..... Date.....

**NOTE:**

(a) Incomplete applications will be rejected

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# VISA SERVICES CANADA

Suite 900 - 275 Slater St.  
Ottawa, ON, K1P 5H9, CANADA  
[WWW.VISASERVICSCANADA.CA](http://WWW.VISASERVICSCANADA.CA)  
613-231-7054

I, \_\_\_\_\_, authorize *Visa Services Canada* to act on my behalf in acquiring a visa for my passport. *Visa Services Canada* is authorized to drop-off and pick-up my passport and any other personal documents from the embassy, high commission, consulate, diplomatic mission of the country of \_\_\_\_\_ while aiding me in acquiring a visa. *Visa Services Canada* is also authorized to receive information about my application from the visa office while acting on my behalf.

Signed on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_,  
in the city of \_\_\_\_\_ in the province of \_\_\_\_\_, in Canada.

Signature \_\_\_\_\_



**OFFICE COPY**



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[info@visaservicescanada.ca](mailto:info@visaservicescanada.ca)  
613-231-7054 toll-free 866-378-1229

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Signed on this \_\_\_\_\_ day of the month of \_\_\_\_\_ in the year \_\_\_\_\_,  
in the city of \_\_\_\_\_ in the province of \_\_\_\_\_, in Canada.

Signature \_\_\_\_\_



**EMBASSY COPY**



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## EMBASSY REGISTRATION

For your personal safety and security we can register you with the embassy of Canada in the country or countries to which you will travel on your upcoming business or tourist journey.

During times of national emergency such as natural disasters, war, or bombings, the government of Canada may seek out all Canadian nationals in a disaster or security zone. Canadians who are registered are the first ones found and can be the first evacuated in some cases.

This is a fast and efficient way of ensuring the Canadian Government can find you in case of an emergency, and can give your family some security during your travels.

- **YES, please register my trip with the government** (\$20. fee per person)

### ABOUT ME

|                             |  |
|-----------------------------|--|
| Last name as in passport    |  |
| First name as in passport   |  |
| Date of birth: (DD/MM/YYYY) |  |
| Gender as in passport:      |  |
| Canadian Passport number:   |  |

### ABOUT MY TRIP

|   |  |
|---|--|
| Destination country   |  |
| Region in country if known  |  |
| Additional information<br>(address or hotel name)                           |  |
| Arrival date at destination (DD/MM/YYYY)                                    |  |
| Departure date from country (DD/MM/YYYY)<br>I do not know my departure date |  |

### MY CONTACT DETAILS OUTSIDE CANADA

You must provide at least one way of contacting you outside Canada

|   |  |
|---|--|
| Email address which you check regularly |  |
| Telephone number with area code         |  |
| Mobile telephone number with area code  |  |

Send me a text message with destination travel advice and advisories upon arrival

**EMBASSY REGISTRATION** continued**MY EMERGENCY CONTACT IN CANADA IS**

You must provide at least one means of contacting this person.

|   |  |
|---|--|
| Emergency contact in Canada's full name                       |  |
| Emergency contact in Canada's Email                           |  |
| Emergency contact in Canada's telephone number with area code |  |
| Emergency contact in Canada's mobile number with area code    |  |

**I AM GOING TO A SECOND COUNTRY**

|   |  |
|---|--|
| Second Destination country  |  |
| Region in country if known  |  |
| Additional information<br>(address or hotel name)                           |  |
| Arrival date at destination (DD/MM/YYYY)                                    |  |
| Departure date from country (DD/MM/YYYY)<br>I do not know my departure date |  |

**I AM GOING TO A THIRD COUNTRY**

|   |  |
|---|--|
| Third Destination country   |  |
| Region in country if known  |  |
| Additional information<br>(address or hotel name)                           |  |
| Arrival date at destination (DD/MM/YYYY)                                    |  |
| Departure date from country (DD/MM/YYYY)<br>I do not know my departure date |  |

**PRIVACY STATEMENT**

The information collected here will be shared with the Government of Canada in order to register you as a Canadian abroad. The data will not be shared with any other government or with any private company. By filling out this form you acknowledge that you understand how your data will be used and retained, and that *Visa Services Canada* is not liable for the data after it has been given to the Government of Canada.