

# KENYA BUSINESS ETA

Global Visa Lab GmbH

## APPLICATION PACKAGE

Thank you for choosing Global Visa Lab.  
To help us process your visa application efficiently and promptly,  
please complete the following forms and submit all the required documents.

1. Checklist
2. Visa Order Form
3. eVisa Questionnaire



### PROCESSING INFORMATION

We will begin processing your application once we have received all the required documents. To avoid delays, please complete the checklist and ensure that the documents are signed where necessary and are clearly legible.



### WHERE TO SEND YOUR APPLICATION

Please submit all required documents to [info@globalvisalab.ch](mailto:info@globalvisalab.ch).  
We will process your application and send the approved ETA to you by email.  
Once received, please print the approved ETA and present it to the immigration officer upon arrival at your port of entry.



### SUPPORT

If you have any questions or need help with your application, please contact us. Our team is available from 08:00 to 17:30, Monday to Friday, and will be happy to help.



+41 31 533 43 43

[info@globalvisalab.ch](mailto:info@globalvisalab.ch)

[www.globalvisalab.ch](http://www.globalvisalab.ch)

Please tick to confirm you have provided the following: ✓



### EVISA QUESTIONNAIRE

- Please find the questionnaire below in this application package
- All questions must be answered in full in order for us to complete your application accurately



### COPY OF PASSPORT

- Please provide a clear color scan of the bio/photo page of your passport
- Valid for 6 months from the date of return
- Should contain at least 2 blank visa pages
- The passport must contain the signature of the passport holder



### 1X DIGITAL PHOTOGRAPH

- A digital passport-type photograph (color JPEG scan)
- The photo must have a white background and must have been taken within the past six months
- The photo must be clear with no shadows or pixelization



### BUSINESS LETTER

- Introduction letter by the company in Switzerland on company letterhead, dated and signed.  
The letter must contain the following:
  - Name, date of birth and passport number of the person sent to Kenya
  - Purpose of visit and duration of stay
  - Name and address of the visiting company in Kenya
  - Confirmation to cover all travel expenses including travel health insurance



### INVITATION LETTER + COMPANY REGISTRATION

- Invitation letter from the inviting company in Kenya on company letterhead, dated and signed.  
The letter must contain the following:
  - Name, date of birth and passport number of the invited person
  - Purpose and duration of the stay
  - **Additional:** A copy of the company registration document of the company in Kenya that is extending the invitation.

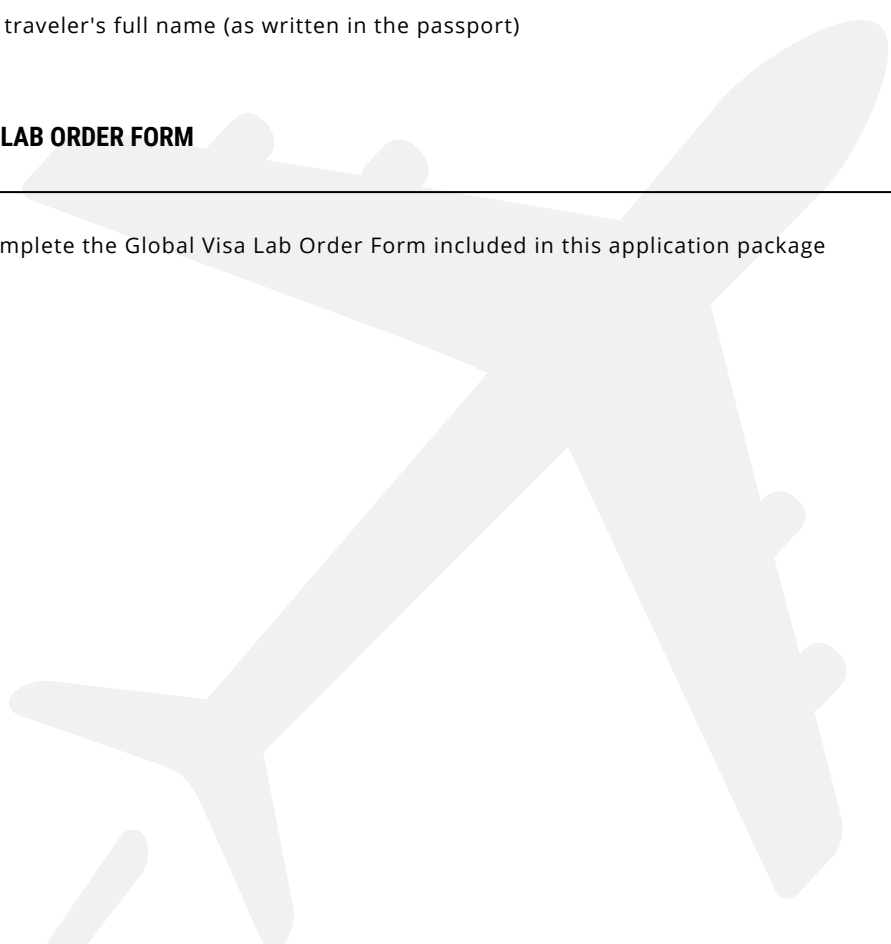


**TRAVEL ITINERAY**

- Please provide the flight reservation showing your round trip travel with the entry and exit dates for Kenya
- Proof of the hotel reservations for the duration of the stay
- Show the traveler's full name (as written in the passport)

**GLOBAL VISA LAB ORDER FORM**

- Please complete the Global Visa Lab Order Form included in this application package



## Applicant Details

(As shown in passport)

Given name:

Surname:

## Contact Details

Whom should we contact regarding the order?

Given name:

Surname:

Phone Number:

Email:

## Return Date

Please let us know the latest date by which your eVisa should be issued:

## Visa Information

Country:	Entry Date:	Exit Date:	Visa Type (Tourist, Business, Other):	No. of Entries (Single, Double, Multiple):
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Invoice Address

Company:

Contact Person:

Street:

Postal Code:

City:

PO Number/Cost Center:

## Delivery Address (If different from invoice address)

Company:

Contact Person:

Street:

Postal Code:

City:

PO Number/Cost Center:

## Delivery Method

- |  |   |
|--|---|
| <input type="checkbox"/> By email to the address provided above      | <input type="checkbox"/> Registered Mail Switzerland (A-Post): 8.50 CHF |
| <input type="checkbox"/> Collection from Global Visa Lab Office Bern | <input type="checkbox"/> Registered Mail Express Switzerland: 20.00 CHF |

## Payment Method

- |  |  |
|--|--|
| <input type="checkbox"/> Payment by invoice (only for corporate customers) | <input type="checkbox"/> Cash payment (only for personal collection) |
| <input type="checkbox"/> Payment by credit card (payment link)             | <input type="checkbox"/> TWINT (payment link or QR code)             |

Place, Date

Signature

### Applicant Details

Surname :  As shown in passport

Given name(s):  As shown in passport

Date of birth:  DD/MM/YYYY

Country of birth:

Country:

City:

Gender:

Male

Female

**Other**  Please specify:

Nationality:

Passport number:

Passport issuing country:

Passport issuing authority:

Passport issue date:  DD/MM/YYYY

Passport expiry date:  DD/MM/YYYY

Applicants Residential address:

Telephone number:

Email address:

Current occupation:

Relationship status:

Married

Divorced

Widowed

Single

### Emergency Contact Details

Emergency contact name:

Emergency contact telephone number:

### Travel Details

Arriving into Kenya by:

Air  Sea  Land

**If air** Airline:

Flight number:

Arrival airport:

**If sea** Vessel name:

Arrival seaport:

**If land** Land border:

Busia (Busia)  Busia (Malaba)  Kajiado (Namanga)

Date of arrival into Kenya:  DD/MM/YYYY

Date of departure from Kenya:  DD/MM/YYYY

Length of stay:  Days

Port of entry:

Port of departure:

### Traveller eligibility questions

Have you previously been to Kenya?

Yes  No

Have you previously been denied entry into Kenya?

Yes  No

Have you been convicted of any offence under any system of law in the last 5 years?

Yes  No

Is your trip being financed by a third party, which is not your employer?

Yes  No

Will you be taking currency of a value greater than \$5000 into Kenya?

Yes  No