



### **3 simple steps to get your visa**



#### **Fill the forms in**

Please gather all the required documents (accordingly to the attached visa checklist), and kindly fill the forms in. If you have any doubts please feel free to contact us.



#### **Deliver them to us**

Double check you have all the required documents (accordingly to the attached visa checklist). Put them into envelope and deliver to us. We will check your application and lodge it with embassy.

#### **All Postal deliveries:**

PO BOX 5690  
London  
W1A 5UY

#### **Courier or in person deliveries**

Office 325  
Linen Hall  
162-168 Regent Street  
London W1B 5TE



#### **Collect your visa**

When we collect and check your visa from the embassy, we will get in touch with you to confirm you were awarded visa. Then we will schedule despatch of your passports with visa back to you.

## **RWANDA EAST AFRICAN VISA (BUSINESS) STANDARD VISA FOR UNITED KINGDOM NATIONALS**

- This visa must be applied for if you are travelling to any combination of Kenya, Uganda and/or Rwanda. It will allow you to freely enter each of these countries.
- Passport
  - Has to be valid for at least six months from the date of entry.
  - Has to have at least one blank visa page.
- Visa Application Form
  - Completed by hand in black ink.
  - You will find this in our document pack.
- Photograph
  - One recent passport sized colour photograph on an off whitish background. Staple it to the visa form.
- Proof of UK Residence:
  - Not applicable to EU members.
  - Either as a valid visa in the passport.
  - Or if the Residence permit is a card, then a photocopy of both sides of the document.
- UK Company Letter
  - State the company name that will be visited in Kenya.
  - State that the UK company is financially responsible for the trip to Kenya.
  - State the dates of entry, exit and the purpose of the trip to Kenya.
  - State the details of the applicant.
  - Be on company headed paper.
  - Be addressed to the embassy.
  - Can be a copy.
- Proof of Travel Arrangements
  - Flight booking confirmation for the return or onward flight.
- Regent Visas Order Form
  - You will find this in our document pack.
- Important information:
  - Visas are normally valid for 3 months from date of issue.

# REGENT VISAS ORDER FORM

## CONTACT NAME

## TELEPHONE NUMBER

## ADDRESS

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
Country	<input type="text"/>
Postcode	<input type="text"/>

## EMAIL ADDRESS

## ONLY COMPANY

Company name

VAT NO.

Purchase order No.

<input type="text"/>
<input type="text"/>
<input type="text"/>

## APPLICANT DETAILS:

No.	Name and Surname	Nationality	Passport number
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>

## VISA DETAILS:

No.	Visa type	Visa service type	Date of travel	Documents required by
1.	<input type="text" value="Rwanda East African Visa (Business)"/>	<input type="text" value="Standard"/>	<input type="text"/>	<input type="text"/>

## DISPATCH METHOD

In Person	<input type="radio"/>
Special Delivery	<input type="radio"/>
To Be Confirm	<input type="radio"/>
Pre-paid RMSD Enclosed	<input type="radio"/>
Pre 9am Special Delivery	<input type="radio"/>
Saturday Special Delivery	<input type="radio"/>
Saturday 9am Special Delivery	<input type="radio"/>
Courier	<input checked="" type="radio"/>

## PAYMENT METHOD

Cash (in person upon collection)	<input type="radio"/>
Cheque (Please enclose cheque to this form)	<input type="radio"/>
Paypal	<input type="radio"/>
BACS	<input type="radio"/>
Card	<input type="radio"/>

## CARD NO.

## SECURITY CODE:

## CARD TYPE:

☐ VISA

☐ VISA DEBIT

☐ MAESTRO

☐ MASTER CARD

☐ AMERICAN EXPRESS

## VALID FROM DATE:

## EXPIRY DATE:

PRINT NAME

SIGNATURE

DATE