

## ENTRY/WORK PERMIT CLASS D PROCESS MAP

### STEP 9: FOREIGN NATIONAL CERTIFICATE COLLECTION

Once the certificate has been processed and approved it may be collected by the applicant or a proxy.  
Processing time: 4-5 weeks

### STEP 8: BIOMETRICS & WORK PERMIT ENDORSEMENT

The applicant should attend the Immigration Department to present original documents and have their biometrics taken for the Foreign National Certificate (also known as the Alien Card). The applicant can start work after this step.

### STEP 7: ONLINE REGISTRATION & PAYMENT

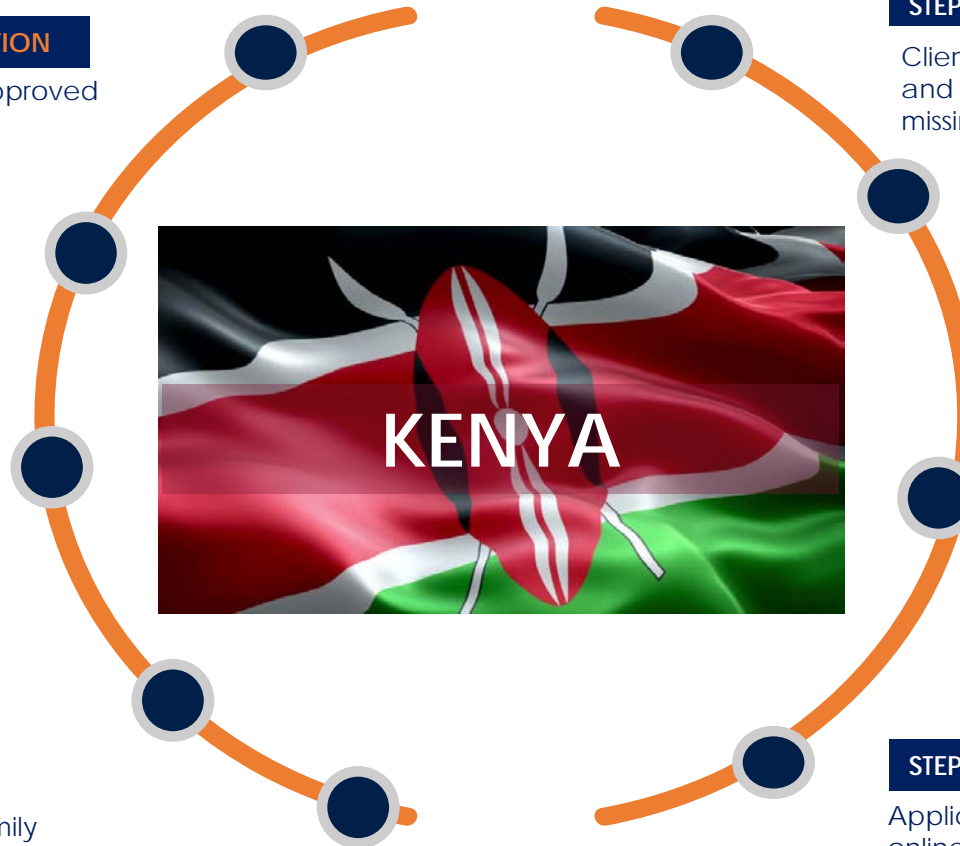
The applicant should create log in details with the "Single Sign On Portal" and then apply for the foreign national registration online. After completing the form an invoice will be generated which may be paid online. E-mail notifications will then be received regarding the status of the application.

### STEP 6: E VISA APPLICATION SUBMISSION

The applicant and any accompanying family members may need to attend the Immigration Department to present the original documents for their E-Visa and complete the payment, since the online system is not fully functional.  
Processing time: 1-3 days

### STEP 5: ENTRY TO KENYA

The applicant (and any accompanying family members) can enter Kenya. The passports should be stamped at the port of entry.



### STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts with feedback, missing information, etc.

### STEP 2: ENTRY PERMIT CLASS D APPLICATION

The complete permit application is submitted to Nyayo House, the Immigration Department in Kenya. If the applicant is needed urgently in Kenya he/she may apply for a Special Pass (short-term work authorization) in parallel to enable work whilst the Entry/Work Permit D application is processed.  
Processing time: 3-5 months

### STEP 3: NOTIFICATION OF APPROVAL

Once a decision has been made, the applying company will receive a Notification of Approval/Deferment/Rejection. For approvals, the company will be required to pay the relevant fees before the Pass can be issued. Once the application fee has been paid, it will take approximately two weeks for the entry permit to be issued.

### STEP 4: E-VISA APPLICATION

Applicants should register online, verify their details and then apply online for an electronic visa approval. Once this is submitted and processed the approval print out should be carried on arrival to Kenya.  
Processing time: 1-2 days

## SPECIAL PASS PROCESS MAP

### STEP 8: SPECIAL PASS ENDORSEMENT

The original passport must be submitted to the Kenyan Immigration Department, in person or by a representative, for endorsement.

### STEP 7: E VISA APPLICATION SUBMISSION

The applicant and any accompanying family members may need to attend the Immigration Department to present the original documents for their E-Visa and complete the payment, since the online system is not fully functional.  
Processing time: 1-3 days

### STEP 6: ENTRY TO KENYA

The applicant (and any accompanying family members) can enter Kenya. The passports should be stamped at the port of entry.

### STEP 5: E-VISA APPLICATION

Applicants should register online, verify their details and then apply online for an electronic visa approval. Once this is submitted and processed the approval print out should be carried on arrival to Kenya.  
Processing time: 1-2 days



### STEP 1: INITIATION

Client initiates the case with FGI and begins collating the personal and corporate documents. FGI reviews and reverts with feedback, missing information, etc.

### STEP 2: SPECIAL PASS ONLINE APPLICATION

The application should be filed online with the Electronic Foreign National and payment made. The completed forms should then be printed and provided to the host entity for stamping and signature.  
Processing time: 1 day

### STEP 3: SPECIAL PASS APPLICATION

Once the documentation has been prepared, the special pass application may be submitted to Nyayo House, the Immigration Department in Kenya.  
Processing time: 1-2 weeks

### STEP 4: SPECIAL PASS APPLICATION

Once a decision has been made, the applying company will receive a Notification of Approval/Deferment/Rejection. For approvals, the company will be required to pay the relevant fees before the Pass can be issued. If the application is 'deferred', the notification will indicate any further information or documentation that the Immigration Department may require.