

## KENYA ENTRY/WORK PERMIT CLASS D PROCESS MAP

### STEP 10: FOREIGN NATIONAL CERTIFICATE COLLECTION

Once the certificate has been processed and approved it may be collected by the applicant or a proxy.  
Processing time: 4-6 weeks

### STEP 9: 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 8: WORK PERMIT APPLICATION

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. Note that this step is new and the online system may not be smooth.

### STEP 7: E VISA APPLICATION SUBMISSION

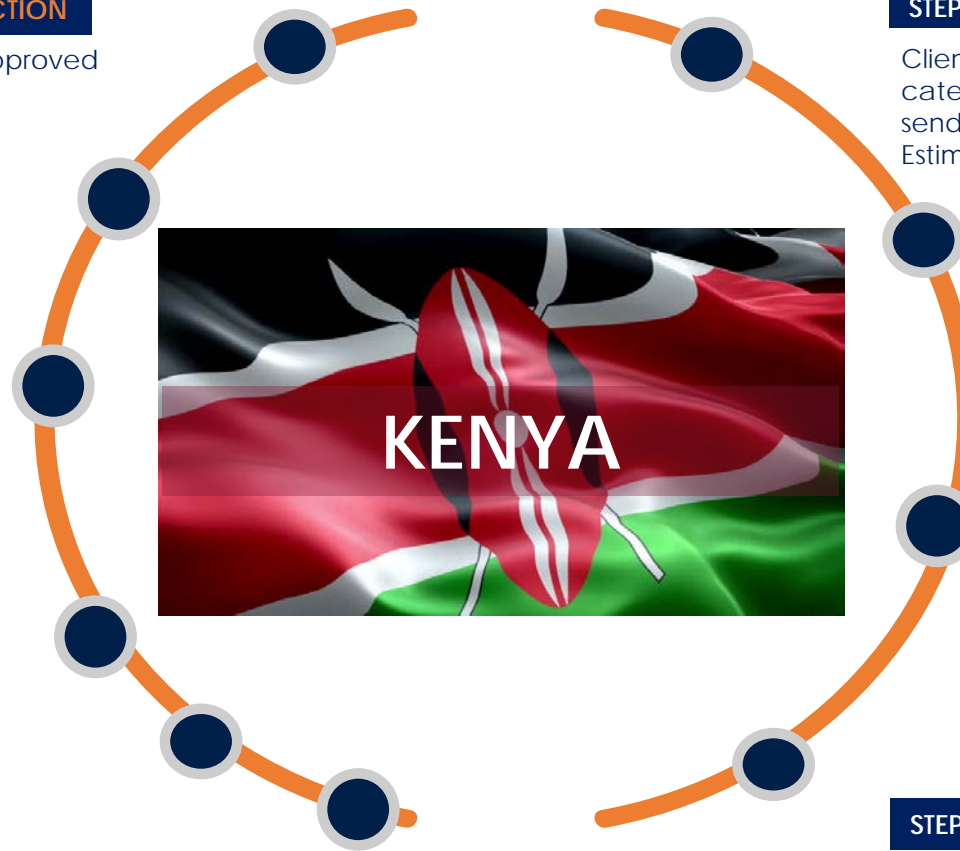
The applicant and any accompanying family members may need to attend the Immigration Department to present the original documents for their E-Visa and complete the payment, since the online system is not fully functional.

### 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.



### STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.  
Estimated Turnaround: 1- 3 days.

### STEP 2: ENTRY PERMIT CLASS D 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. The complete permit application is submitted to Nyayo House, the Immigration Department in Kenya.  
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. If the application is "deferred", the notification will indicate any further information or documentation that the Immigration Department may require.

### STEP 4: PAYMENT OF APPLICATION FEE

Once the entry/work permit has been approved the company will need to pay the required deposit fee in Kenya within 30 days. The immigration officer also has discretion to request for a security bond of for a period of 3 years. This must be submitted together with the Entry/Work Permit fee. Once the application fee has been paid, it will take approximately two weeks for the entry permit to be issued.