

STEP 1 – Kenya Business Visa Pack – British passport holders

Checklist for Requirements

Please send the following to [GulfVisa's address](#):

- Your passport**
 - must be valid for **more than 6 months** beyond the **entry** date to Kenya.
 - must have at least **two blank pages** for the visa.
- One passport-sized photo in colour.**
 - must be **recently** taken.
 - must have a **white** background.
- Fully completed Kenya visa application form.**
 - you can access this at the following link: [Kenya Business visa application form](#).
 - you **must not** print this double sided.
- A copy of your flight booking confirmation showing your return flights.**
- An original business introduction letter from your UK company.**
 - please see the template on **page 2**.

Additional requirements for multiple entry visas:

- A personal statement explaining why you require a multiple entry visa.**
- A photocopy of a previous Kenyan visa you have been issued.**

Once completed, please follow STEPS 2 and 3 on the GulfVisa website page [\(click here\)](#)

Address: GulfVisa Ltd, 17 Hanover Square, Mayfair, W1S 1HU, UK

This is a template of the original business introduction letter you must send us (requirement 5).

Your UK Company Letterhead

Kenya High Commission, United Kingdom
45 Portland Place,
London W1B 1AS,

<Date>

Dear Sir/Madam,

This letter is to confirm that <UK Company Name> will sponsor <Applicant Full Name from Passport> for a <Single/Multiple Entry> business visa for <Duration of Validity> <Applicant Name> is working for our company as a <Job Title> and has been employed since <Date>

<Applicant Name> wishes to visit <Name of Company you plan to visit in Kenya> for business discussions on <Date>.

<UK Company Name> will bear all travel expenses for <Applicant Name>

Please do not hesitate to contact us if you need any more information.

Yours sincerely,

<Signature>

<Name of applicant's supervisor or the company's HR department or Manager of Department or Company Director or similar>

<Signee Job title>