

Documents you need available to you before beginning, all in PDF format on your computer. All documents must be less than 500 KB each.

1. A copy of your bio page in your passport
2. A copy of your Confirmed International flight information, also called an E ticket.
3. A copy of the Visa Memo from Treks 2 Rwanda (if you do not have this, please request a copy from inquire@access2tanzania.com)

Step by Step process:

1. Go to: <https://irembo.gov.rw/rolportal/en/web/dgie/single-entry-visa?menu-highlight=CAT#VSA.SENV> (You are navigating to the **Holiday/Family Visit Visa** page on the **www.IREMBO.GOV.RW** website.)
2. Click on **Apply and Pay Online**. The application goes through four tabs.
 - a. The first tab **Applicant Details**
 - b. The second tab is **Family & Address Details**
 - i. It will ask for your Father and Mothers' names
 - ii. After this it asks about "Marital Status." This is YOUR marital status.
 - iii. Then they ask for Current Address. This is YOUR current address.
 - c. The third tab is **Visa Details**
 - i. Proposed Address in Rwanda:
 1. COMPANY: TREKS 2 RWANDA
 2. COMPANY: ADDRESS P.O. BOX 4640 KIGALI
 3. CONTACT: NOBERT GATERA
 4. PHONE: +250 (0) 788.443.68
 5. HOTEL: Choose the hotel that you stay in the first night, see your Treks 2 Rwanda itinerary/ contract.
 - ii. Purpose of visit: Holiday Single Entry
 - iii. More details about your visit: "I am coming to view the Mountain Gorillas and your beautiful country." (or something like this)
 - d. The fourth tab is **Attachments**
 - i. Upload your documents. Each needs to be less than 500 KB and in PDF format.
3. Once you pay you will want to check for an email confirmation of your application. This first email is not the approval, just confirmation that your visa application is under review. Confirmation can come within 3 days. Please check your junk mail for emails from IREMBO. Once approved, print and travel with your approval document.