

**Please set the time zone on your device to UTC Cairo so that the dates you submit in your application (such as birth date, etc...) remain correct.**

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

1. Photo with white background (200 kb or less, JPEG or JPG format only)
2. A copy of your biodata page in your passport
3. A copy of your Confirmed International flight information, also called an E ticket.
4. A copy of the Visa Memo from Treks 2 Rwanda (aka Application Letter) (if you do not have this, please request a copy from [inquire@access2tanzania.com](mailto:inquire@access2tanzania.com))

**Step by Step process:**

1. Go to: [https://irembo.gov.rw/home/citizen/all\\_services](https://irembo.gov.rw/home/citizen/all_services) . Scroll down to **Immigration and Emigration** and select the last item Visa Application). A pop-up window will open for you to select the **Request Type**:
2. Click on **Apply** to open the application page. The application goes through four sections.
  - a. The first section **Applicant Details**
    - i. **Visa Type is V1 – Vacances (Vacation) single entry**
  - b. The second section is **Demographic details**.
    - i. After they ask your marital status, they ask for your parent’s names and subsequently your spouse’s name. If you answer single, divorced or widow/er, then no spouse info is requested.
    - ii. After “Current Country” they ask for “Current Address.” This is YOUR current address. This field only requires CITY of residence.
  - c. The third section is **Request & Travel Details**
    - i. Proposed Address in Rwanda:
      - COMPANY: TREKS 2 RWANDA
      - COMPANY: ADDRESS P.O. BOX 4640 KIGALI
      - CONTACT: NORBERT GATERA
      - 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)
    - iv. Contact Details
      - PHONE: +250 (0) 788 443 68
      - EMAILS: Norbert@Treks2Rwanda.com
  - d. The fourth tab is **Attachments**
    - i. Upload your documents. Each needs to be less than 500 KB and in PDF format, except for the passport photo which has to be 200 KB or less and in JPEG or JPG format.
3. Once you enter all the data, you will progress to a second tab to review all input. Then you will be able to pay. Once all is done, please 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.