

**Before beginning make sure all necessary documents are on your computer in the proper format.** In most instances, you will just need to upload a copy of your biodata page in your passport. This should not exceed 500kb and should be in PDF format. Here is a screencast showing you how to determine which additional attachments you may or may not need for upload: <https://app.screencast.com/50tmnevOWXA15>

### 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: Visa Application** (you must click on “Visa Application” again to proceed):
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 – Holidays (single entry)** – near the end of the dropdown menu (it happens to be in French – *V1 – Vacances (entrée unique)*)
  - 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) 788 443 687
      - EMAILS: Norbert@Treks2Rwanda.com
  - d. The fourth section is **Attachments**. The type and number of attachments depends on nationality and other passport data provided at the top of the application.
    - i. Upload your document(s). Please make sure your document(s) are in the proper format and size as noted on the website.
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.

*Note: If you are having issues with dates (birth dates, etc..) not saving correctly in your application, consider setting the time zone on your computer to [UTC Cairo](#).*