

[Filling of Visa Application form through Korean Visa Portal]

Embassy of the Republic of Korean in Kenya (01.01.2023)

→Please be guided by the blue font letter for the INC-5

※ From 2023, All Application form for Visa shall be filled through Korea Visa Portal (visa.go.kr).

Procedure to fill Visa Application form

- o Go to Visa Portal site (<http://visa.go.kr/>) and change the language to English.
- o Click [Application] and [e-Form (Visa)] on the left side of the main page.
- o When a new page opens, click the Red [Fill out the e-Form] button.
- o Select Diplomatic Office as [Korean Embassy in Kenya]
- o Choose your [Purpose of Entry] and [Status of Stay] and other details.
 - [Status of Stay] can be found on the [Visa Navigator] at the Visa Portal site.)
 - Purpose of Entry : Meeting & Conference
 - Status of Stay : A2
 - Inviting company : can say "No"
- o Fill out the visa application form and upload your photo and other personal details such as full name, passport number, date of birth, etc.
- o Click [Next] on the bottom.
- o Fill other details as much as you can especially the mandatory field.
 - Number of entry : Single
 - Period of Stay and date of entry accordingly.
 - Contact in Korea : Please be guided by UNEP and the organizers in Korea.
 - Addresses in Korea : This part can be left empty by selecting the reason of not entering to be 'Undecided'.
- o Complete the form and click the [Apply] button.
- o Click the [Visa application] button and download your visa application form.
- o Open your visa application form, Print and write your name and signature.

■ Afterward, you need to physically submit the printed(filled) Visa Application form along with other necessary documents(attachments) prescribed in Korean Embassy Homepage.

→For your conveniences, Korean Embassy will collect (1) the printed(filled) application form, (2) your passport copy, (3) Invitation Letter from UNEP, from you on site for the express Visa processing.