



## Travel Considerations

### Table of Contents:

Passports.....	Page 1
Visas:	
Applying for a Kenyan Visa .....	Page 2
Applying for a Ghanaian Visa .....	Page 3
Applying for an Indian Visa .....	Page 4-5
Applying for a Nepali Visa .....	Page 6
Malawian Visa Information.....	Page 7

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### Passports:

If you do not have a current passport, you will need to obtain one promptly, as your visa application will require your current passport. The best resource for U.S. passports and travel information is the [U.S. Department of State website](https://travel.state.gov) for travel and living abroad. From this site, you can download a passport application, search for local passport facilities, and find answers to other key questions.

If you do have a current passport, ensure that it will not expire within **six months** of when you intend to **depart** from the country you are visiting.

Please note that it may take **three months to process a passport** and at least one month to process the visa application. **Be sure to contact your home country passport office for current processing times, make arrangements in advance, and allow time for delays.**

## Applying for a Kenyan Visa:

Visa Type: TOURIST VISA

Visa Requirements:

- Passport valid for **at least six months**.
  - Completed and signed application available online.
  - Copy of flight itinerary
  - Two passport size photos (2 inches by 2 inches)
  - Money order/Cashier's Check for Visa Fee (US\$50.00 for Single Entry)
  - Self addressed stamped return courier envelope for FedEx, Express Mail, Certified Mail, or Priority Mail with delivery confirmation.
- 1) To access the online application for Kenyan Tourist visa, click on the link below for the Kenyan Consulate located CLOSEST to you.
    - [Washington, DC](#) Consulate
    - [New York](#) Consulate
    - [Los Angeles](#) Consulate
  - 2) Read through the overview information and click the "Continue with Online Application" button located at the bottom of the page.
  - 3) Follow the step-by-step instructions and fill in required fields.
  - 4) Print and sign your application.
  - 5) Mail your completed application, support documents, passport photos, and valid passport (not a photocopy) to the Kenyan Embassy closest to you. **You must also include a self-addressed stamped return envelope with delivery confirmation.**

If mailing application to Washington, DC location, send application to:  
Consular Services of Embassy of Kenya in Washington, DC  
2249 R. Street, N.W.  
Washington, D.C. 20008

If mailing application to New York location, send application to:  
Consular Services Kenya Consulate in New York  
866 UN Plaza Suite 4016  
New York, NY 10017

If mailing application to Los Angeles location, send application to:  
Consular Services Kenya Consulate in Los Angeles, California  
Park Mile Plaza, Mezzanine Floor  
4801 Wilshire Boulevard  
Los Angeles, CA 90010

## Applying for a Ghanaian Visa

Visa Type: TOURIST VISA

Application directions can also be found on the [Ghanaian Embassy Website](#).

Visa Requirements:

- Passport valid for **at least six months beyond your stay in Ghana**.
- Completed and signed application (available online).
- Reference information for two hosts in Ghana and a letter of invitation. Village Volunteers will provide you with this letter and information.
- Money order, Cashier's Check or Certified bank check for Visa Fee
- Two passport size photos (2 inches by 2 inches)
- A prepaid self-addressed overnight, trackable envelope (FEDEX) for return of passport. Only requests accompanied by certified prepaid return envelopes will be processed.

- 1) Book your flights to and from Ghana. You will need your flight dates for your visa application.
- 2) Contact Kara (kara@villagevolunteers.org) to request reference information and a letter of invitation from your host in Ghana. Village Volunteers will provide you with this letter and reference information.
- 3) Fill out the visa application [document](#). This document can also be accessed on the [Ghana Embassy website](#).

Question #6 will ask you to state the purpose of your journey to Ghana. Select "Tourism" as your purpose.

Print and sign two copies.

- 4) You will need two passport photos (2 inches by 2 inches), which were taken within three months of submitting the application. Affix one photo with glue on the top right corner of each visa application form.
- 5) To pay your visa fees, you can use a cashier's check, money order or certified bank check. Make payable to the "Embassy of Ghana."

**Visa Fees:**

- Single Entry Visa (must be used within 3 months from date of issue): \$60.00
- Multiple Entry Visa: \$100.00

- 6) Submit your completed visa application forms (2 copies) with passport photos, your passport, letter of invitation, visa fee, and a **prepaid, self-addressed, overnight, trackable envelope (FedEx) for return of passport**.

Mail to:

The Consular Section  
3512 International Dr. NW  
Washington DC, 20008

## Applying for an Indian Visa

Visa Type: TOURIST VISA

The Indian Visa application can be found on the [Government of India Website](#). The applications are processed through Cox & Kings Global Services. Instructions and visa requirements can be found on their [website](#).

Visa Requirements:

- Passport valid for **at least six months**.
  - Completed and signed application (available online).
  - Reference information for your host in India. Village Volunteers will provide you with this information.
  - Supporting documents from Cox & King Global Services.
  - Money order or credit card (if paying online) to pay for Visa Fee.
  - Two passport size photo (2 inches by 2 inches)
  - A prepaid self-addressed, trackable envelope for return of passport.
- 1) Ensure that you have a current passport that is valid through your length of stay in India.
  - 2) Book your flights to and from India. You will need your dates of travel for your visa application.
  - 3) Fill out your [visa application](#).

The first question will ask you to select your Indian Mission Office. **It is very important that you choose the correct Indian Mission (Consulate)**. You are required to select the consulate that is assigned to process visas for the State or Province where you reside. The information below includes each consulate's jurisdiction:

- a. Washington DC Consulate: Bermuda, Delaware, District of Columbia, Kentucky, Maryland, North Carolina, Virginia, West Virginia.
- b. New York Consulate: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Ohio, Pennsylvania, Rhode Island, Vermont.
- c. Chicago Consulate: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, North Dakota, South Dakota, Wisconsin.
- d. Houston Consulate: Arkansas, Colorado, Kansas, Louisiana, Nebraska, New Mexico, Oklahoma, Texas.
- e. San Francisco Consulate: Alaska, Arizona, California, Guam, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington, Wyoming.
- f. Atlanta Consulate: Alabama, Florida, Georgia, Mississippi, Puerto Rico, South Carolina, Tennessee, Virgin Islands.

- 4) In the “Details of Visa Sought” section of your application, you will be asked to select your “Type of Visa” and “Purpose of Visit.” Make sure you select “Tourist Visa” for your visa type and “Tourism” for your purpose of visit.
- 5) After you have answered all of the questions, the final page will allow you to verify the details entered on the visa application form. Print and sign your application. (Print an extra copy of your application for your records.)
- 6) Cox & King requires applicants to fill out various documents that are to be sent in with your application. Fill out and print the forms and checklists that are applicable to you. Make sure to sign the printed forms. These forms can be found on the [Cox & King Global Services website](#).
- 7) You will need two passport photos that were taken within a reasonable amount of time from the date you submit your application. Do not staple or attach the photos to your application.
- 8) You can pay for your visa by credit card online or you can mail in your payment with your application. If you choose to mail your payment, you must use a money order, pay order, cashier’s check or banker’s check. Make your payment out to “Cox & King Global Services USA LLC”. **If you pay your fees online, it is mandatory for you to send a copy of your payment receipt along with all the documents.** Information on visa and processing fees can be found [here](#).
- 9) Fill in a Courier Service Form online. Cox & King Global Services (CKGS) suggest that applicants send their postal application by FedEx. The Courier Service Form can be found in Step 5 on the [CKGS Visa Process page](#).
- 10) Ensure that you have completed all required steps outlined on the [CKSG Visa Process Page](#).
- 11) Mail your completed application, support documents, passport photos, visa payment, valid passport (not a photocopy), and a prepaid, self-addressed, traceable return envelope for the return of your passport. **You must mail your application to the same consulate you selected on your application.** Addresses are below:

<u>Washington, DC Consulate:</u> CKGS Application Center 1250 23 <sup>rd</sup> Street NW, Suite 100 Washington, DC 20037	<u>New York Consulate:</u> CKGS Application Center 235 West 23 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor New York, NY 10011
<u>Chicago Consulate:</u> CKGS Application Center 19 S. La Salle Street, Suite 1003 Chicago, IL 60603	<u>Houston Consulate:</u> CKGS Application Center 1001 Texas Avenue, Suite 550 Binz Building, Houston, TX 77002
<u>San Francisco Consulate:</u> CKGS Application Center 1 <sup>st</sup> Floor, 225 Bush Street San Francisco, CA 94104	<u>Atlanta Consulate:</u> CKGS Application Center 5883 Glenridge Drive, 1 <sup>st</sup> Floor, Suite 180 Atlanta, GA 30328

## Applying for a Nepali Visa

Visa Type: TOURIST VISA

Application directions can also be found on the [Embassy of Nepal website](#).

Visa Requirements:

- Passport valid for **at least six months**.
  - Completed and signed application (available online).
  - Money order or cashier's check payable to the Embassy of Nepal (for Visa Fee)
  - One passport size photo (2 inches by 2 inches)
  - A prepaid return envelope with tracking number and sufficient postage to return passport.
- 1) Book your flights to and from Nepal. You will need your length of stay for your visa application.
  - 2) Fill out the visa application [document](#). This document can also be accessed on the [Embassy of Nepal website](#). Print two copies.
  - 3) You will need one passport photo (2 inches by 2 inches) taken within a reasonable amount of time from the date you submit your application. Affix photo with glue on the top right corner of your visa application form.
  - 4) Obtain a money order or cashier's check to pay for your visa fees. Make payable to the "Embassy of Nepal."
- Visa Fees:**
- \$25.00 for 15 days (multiple entries)
  - \$40.00 for 30 days (multiple entries)
  - \$100 for \$90 days (multiple entries)
- 5) Submit your completed visa application forms with your passport, passport photo, visa fee, and a **prepaid, return envelope with a tracking number and sufficient postage for the return of your passport**.

Mail to:

Embassy of Nepal  
2131 Leroy Place, NW  
Washington DC, 20008

## Malawian Visa Information

Visa requirement information can be found on the [Embassy of Malawi website](#).

Citizens of the United States are not required to apply for a visa if their duration of stay is less than 30 days.

If you plan to stay in Malawi for longer than 30 days, **you must apply for a Malawian visa once you arrive at your program in Malawi**. Your program director or volunteer coordinator will assist you in the process of applying for a visa.