NOTE: You can either do your visa in advance (as detailed in this sheet) or upon arrival. The online payment process can cause frustration.

1. Make sure you are using either **Google Chrome or Mozilla Firefox for your internet browser**, we are finding others (Safari, Edge, etc. do not work). Also, do not use a tablet or phone. *You need to be on a computer.*
2. Go to the Access 2 Tanzania website and review the instructions: https://access2tanzania.com/planning-tools/tanzanian-a-kenyan-visa-information/
3. Click on the link to '*begin your E-Visa Application*: https://visa.immigration.go.tz/
4. Click on **New Application**, unless you have an application you want to continue, which means you have a username and a special question and answer registered.
   a. Be sure and copy and paste your User ID into a document that you can refer to in case you are interrupted in some way and need to relog in.
   b. There is an option to copy this ID, just to the right of the ID number.

PERSONAL INFORMATION TAB -
5. **Nationality at Birth** is *American* if you are born or reside in the USA. If it is something else, choose that one.

CONTACT, ADDRESS AND EMPLOYMENT TAB -
6. **Employment Status**: if you are retired, choose *unemployed.*

PASSPORT INFORMATION TAB -
7. **Country of Issue**: It is likely the country you live in unless you received your passport while in another country. (United States citizens would choose *United States of America*)
8. **Place of Issue***:* For US passport holders the place of issue is *United States Department of State*. For other passport holders the *Place of Issue* is the city or region listed on the passport.

TRAVEL INFORMATION TAB -
9. **Nearby embassy to handle your application**: If you are in the USA, you could choose *New York, New York or Washington, DC., USA. Choose the embassy closest to you.*
10. **Type of Visa Requested:** *Multiple Entry Visa (for USA), Single Entry (for other nationalities)*
11. **Purpose of your visit:** *Leisure and Holiday (For USA)*
12. **Destination:** *Tanzania Mainland*
13. **Port Type and Port of departure:** *Airports*
    a. Port of entry and Port of departure:
       - Kilimanjaro International Airport (KIA) (Also known as JRO)
       - Julius Nyerere International Airport (JNIA) (Also known as DAR)
       - Mwanza International Airport (Also known as SER, MWZ, HTMW)
    b. Port of departure:
       - Abeid Amani Karume International Airport (main airport in Zanzibar) (ZNZ, HTZA)
       - Namanga
       - Tunduma

14. **Stay duration (days):** the system calculates the nights, so put in the number of days in the country.
15. **Host:** *Company/ Organization Access 2 Tanzania*
16. **Full name:** *Michael Mussa*
17. **Mobile** *+255 784 653 355* (if you paste in this number, the flag will change to the Tanzanian flag, must include the + sign).
    Email: Michael@Access2Tanzania.com
    Company Name: Access 2 Tanzania Ltd
    Relationship: Tour Operator
    Physical Address: PO Box 10955, Arusha

18. **Where are you going to stay?** *Hotel*
19. **Physical address:** Put in the name of the first lodge you stay at, find this on your Contract or your Final Summary.
20. **+Add resided country:** Put in here the other countries where you have lived and when.
    a. If you need more countries, click on the *+Add resided country* and it will add another open spot.

TRAVEL COMPANIONS TAB -
21. **Are you traveling as part of a group or organization?** *Yes* or *No*, if Yes, you will need to put in the Group name. A private tour, such as what Access 2 Tanzania organizes, is not considered a "group" or "organization."
22. **Are you being accompanied by any minors?** If yes you need to put in their name(s) and birthdate(s).
    a. If you need more spaces for minors, click on the *+Add minors*

DOCUMENTS TAB -
23. **Applicant passport size photo:** Store an electronic version of your passport-size photo on your computer, as a jpeg/ png/ or jpg file with maximum size of 300KB. You will see a red lettered warning that it needs to be less than 300KB if it exceeds 300KB.
24. **Applicant passport bio data page:** Take a photo or scan a copy of the data page (first page) of your passport, it will have your photo, the expiration data and ID number of your passport on it). Save this to your computer as a jpeg/png or jpg file with maximum size of 300KB.
    a. If you have difficulty uploading your photo or the passport data page, make sure your setting is set to All Files, so that you can find the photo you need. (PC users)

25. **Return Ticket:** This document needs to be saved as a **PDF** (max size 1MB). It must be a 'confirmed' ticket, not **pending**, otherwise the consulate will not accept it. It must show your day of arrival and departure, which airports and your name. Here is a website that you can use to covert images to PDF and even compress the size of your document: https://www.sejda.com/

DECLARATION TAB -

26. **Declaration Statement:** Review the data, edit anything in error and then click the box that you read the statement and *Click Save and Continue.*

PAYMENT TAB -

27. **Payments:** We suggest the following:
    a. Only use a **credit card** (not a debit card).
    b. Call your credit card company prior to attempting the transaction.
    c. If it looks like the transaction did not go through, log out and then log back into the portal to see if the system just needs a "burp." If there is a green checkmark next to the "Payment" tab, that means it is paid.

If a payment does not go through, wait 24 hours before trying to make payment again and/or try a different credit card and call the credit card company proactively before the next payment attempt.

AFTER SUBMISSION & PAYMENT -

28. Once you have submitted your information and payment you can check the status of your application, go to https://eservices.immigration.go.tz . Click on *Visa Status* and enter in your ID and security answer.
    a. It should say that your visa status is in process.
    b. Once your visa is ready you should be able to download your visa confirmation. **Print and bring this document with you to present at immigration upon arrival.**

REFERRAL VISAS –

If you are coming from any of the countries listed below, you will need a Referral Visa. Please review this page: https://visa.immigration.go.tz/guidelines

- Afghanistan
- Azerbaijan
- Bangladesh
- Chad
- Djibouti
- Eritrea
- Equatorial Guinea
- Iran
- Iraq
- Kazakhstan Republic
- Kyrgyz Republic (Kyrgyzstan)
- Lebanon
- Mali
- Mauritania
- Niger
- Nigeria
- Pakistan
- Palestine
- Senegal
- Somalia
- Sri Lanka
- Sierra Leone
- Syria
- Tajikistan
- Turkmenistan
- Uzbekistan
- Yemen
- Stateless persons or persons with refugee status

Lat updated: April 23, 2024

PROCEDURE FOR REFERRAL VISA CATEGORY:

Applicants from this category MUST submit their Visa applications Online and should wait until their applications are approved before starting their journey. These applicants are further advised to submit their applications at least 1 month before their travel date. Having an invitation letter or a request letter for visa from the Host is an added credibility of their application. This letter, if available MUST be uploaded in the Online Visa Application and NOT to be sent by email as a separate document. The letter may be uploaded separately or merged with the Itinerary of the Trip and uploaded in the Return ticket field.

If the Visa is approved, the holder MUST come with the actual return ticket upon arrival. If the Host wishes to write a request letter to support his guest's application, the letter should be addressed to the Commissioner General of immigration, If the guest will visit mainland Tanzania, or addressed to Commissioner of Immigration, Zanzibar, if the guest will be visiting Zanzibar. If the guest wishes to visit both, then the address of the letter should regard the first destination.

NB:

- *Applicants whose nationals fall under this category are not advised to pay for flight tickets or make payments for any reservations in Tanzania before they get approval for their Visa*

- *Also, applicants under Referral Visa Category are Not advised to apply for Multiple Visa.*

STATELESS AND REFUGEES:

Stateless persons and Refugees who hold Vienna Convention documents also fall under Referral Visa category and are required observe the Referral Visa Category procedure indicated above.