

RWANDA VISA & WORK PERMIT APPLICATION PROCESS MANUAL 2017

MURAKAZA NEZA! Willkommen!

This Visa Manual about Rwanda Visa Work Permit Application Process is developed based on information collected from the Rwanda Ministry of Foreign Affairs (MINAFFET), Rwanda Directorate General of Immigration and Emigration (DGIE); and from interactions with German Embassy in Kigali.

Rwanda Directorate General of Immigration and Emigration (DGIE); has issued two categories of residence permits: **Temporary residence permit and Permanent residence permit** (www.migration.gov.rw/index.php?id=79). **Voluntary work permit falls under temporary residence and known as P1.** It is advisable for volunteers to apply for this physically once they have arrived in Kigali. Step by step instructions are provided in this guide from step 1 to step 5. Updates and changes in comparison to the previous year 2016 are highlighted in this overview in yellow color.

As we welcome readers to take note of all information provided in this guide; we always remain ready to update it with new instructions that may emanate from DGIE. We are sure you are more than eager to learn more about Rwanda; please visit: www.minaffet.gov.rw ; www.rdb.gov.rw or www.migration.gov.rw

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PART 1: RWANDA VISA-WORK PERMIT APPLICATION PROCESS

1.1. GENERAL VISA APPLICATION PROCESS

The DGIE issues two categories of residence permits:

1. Temporary residence permit
2. Permanent residence permit

Note:

1. **Voluntary work Permit falls under category One (1), and is known as P1**
2. The following requirements apply to all permits
 - ✓ Diploma, Police Clearance, Marriage certificate and Birth Certificate should be translated in English or French.
 - ✓ Police Clearance should be original only.
 - ✓ Immigration officers to certify a copy of other documents if the applicant is in possession of original documents.
 - ✓ To the applicants applying for residence permit, grace period is 15 days upon arrival in the country. After that period, penalties will be applied immediately as stipulated by the law.
 - ✓ A work permit holder has the right to change employers, during the period of validity of the work permit, but he is required to inform the office of the Directorate General of Immigration and Emigration in writing. While renewing his/her permit, he/she is required to present termination letter from the previous employer or resignation letter.
 - ✓ The Directorate General of Immigration and Emigration may request the applicants to submit any other document when deems necessary for more information and clarification.

1.2. ABOUT ENTRY VISA APPLICATION SERVICES

- ✓ Even if Rwanda has excellent online Entry Visa Application process, **we strongly advise volunteers to apply physically on their arrival at the airport.**
- ✓ **Note: For Germans, they can get an entry visa at Kigali International Airport without prior application for it – but please be aware of all relevant documents which need to be collected whilst in Germany prior departure to Rwanda.**
- ✓ An entry visa upon payment of visa fee (\$30). It is acceptable to pay this fee either in euros or in dollar at the airport in Kigali. The fee is equivalent to Euro 27.00.
- ✓ East African Community (EAC Partner states: Burundi, Kenya, Tanzania and Uganda) citizens' shall be issued with 6 months visitors pass (renewable) upon arrival with no fee.

LIST OF TYPES OF PERMITS IN RWANDA

The following types of Visas are often offered depending on cluster development sectors

- **A**-Prospecting and Mining
- **B**-Agriculture and related activities
- **C**-Prescribed Professionals
- **D**-Diplomats
- **E**-Government or parastatal Employee
- **F**-Specific Manufacturing and Processing
- **G**-Specific Trade, business and services
- **H**-Specific Employment by specific employer
- **I**-Approved Religious Activities
- **J**-Hospitality Industry and Related Activities
- **K**-Person with Assured income
- **M**-Dependant Pass
- **S**-Frontier Pass
- **N**-Student Pass and occupation Trainee
- **P**-Voluntary worker and Holiday worker
- **R**-Special Pass
- **W**-Information Technology
- **X**-Transport and logistics
- **Z**-Other investments

1.3. WELTWÄRTS PERMITS APPLICATION PROCESS

1.3.1. SUBMITTING YOUR APPLICATION : MAJOR STEPS

- ✓ It is highly recommended to review all of the information you have provided before submitting it.
- ✓ Mistakes done on the form may affect the time specified to give you a visa.

Note: These steps are not optional but mandatory for all volunteers

Step 1:	List and gather all required documents while in Germany.
Step 2:	Fly to Rwanda and get entry visa at airport for 30 USD/27 EUR.
Step 3:	Go to German Embassy in Kigali during Working Hours (see map and guidance) to Get A Verbal Note which is must before submission of any documents to Directorate General of Emigration and Immigration.
Step 4:	Gather all documents travelled with from Germany + the Verbal Note from German Embassy in Kigali to Rwanda Ministry of Foreign Affairs (MINAFFET). Please be aware that it's a must to go to MINAFFET! Please do not interconvert MINAFFET and Rwanda Directorate General of Emigration and Immigration.
Step 5:	Take all documents from MINAFFET to Migration Office and submit them as you wait to be granted your visa.

STEP 1: LIST AND GATHER ALL REQUIRED DOCUMENTS WHILE IN GERMANY

1.3.2. REQUIRED DOCUMENTS

A. Specific Required documents from a Volunteer

- ✓ An application letter addressed to the Director General of Immigration and Emigration (this can be also written by a volunteer when arrived in Rwanda).
- ✓ Police Clearance certificate (original only) from the country you have lived in for the last 6 months. The certificate is to indicate whether the applicant has had any criminal convictions.
- ✓ One colored passport size photo with white background recently taken without glasses, caps and scurf. (Attention: The photo should be attached to the application form by use of glue stick. Stapling and clipping the photo to the application form is not advisable.)
- ✓ A completed application P1 form
https://www.migration.gov.rw/fileadmin/templates/PDF_files/permits/visa_permit_application_form.pdf.pdf
- ✓ Curriculum Vitae (CV in English)
- ✓ Degree/Diploma certificate (if certificate is not written in English or French; then a volunteer has to have a copy of the degree or diploma translated in English. The translated version will have to be stamped preferably by German Officials in Germany or if not possible, by German Embassy in Rwanda)
- ✓ A valid passport for at least six months
- ✓ An official letter from BMZ clarifying that the person is travelling to Rwanda for voluntary service

B. REQUIREMENTS FROM SENDING AND RECEIVING ORGANIZATIONS

- ✓ A copy of agreement between sending and partner/host organization in Rwanda (it does not have to include the budget aspects- their Memorandum of Understanding is enough)
- ✓ Recommendation letter of the sending organization clarifying who will cover all voluntary work related costs (visa, air ticket, medical insurance while in Rwanda, accommodation & subsistence- in case accommodation and daily subsistence will be provided by the partner organization- the invitation letter from the partner organization should clarify this);
- ✓ Medical insurance certificate. This is normally a letter explaining who will be covering medical coverage/ services in case a volunteer needs them.
- ✓ Official Registration Certificate of Partner/host Organization (this is provided to local NGOs by Rwanda Governance Board- RGB);

NOTE:

1. It is strongly recommended that a volunteer makes a check list of all required documents, gather all them while still in Germany;
2. Kindly be reminded that all attachments must be in PDF format. Other formats are not allowed.
3. All travelers (citizens and non-citizens) coming to Rwanda must present a valid Yellow Fever vaccination certificate on arrival at the airport.

C. OTHER SUPPORTING DOCUMENTS

- ✓ When applying, an invitation letter or other supporting document may be required. If you have an invitation letter, please attach it before you submit your application.
- ✓ Rwanda is very keen to know which development sector a volunteer will be placed in. These sectors include Health, education, Agriculture, ICT, Mining, etc.. (see the list on section of Work permit). Therefore, the sending organization or a volunteer will have to ask a partner organization in Rwanda to provide a copy of partnership between the partner organization and line ministry with responsibilities to coordinate the selected development sectors. For instance if a volunteer is interested in agriculture sector, the partner organization should be already having a formal working relationship agreement with the Ministry of Agriculture and Animal Resources (not matter if it is at central or decentralized level).
- ✓ The host organization must also send to sending organization and Volunteer a copy of registration certificate with Rwanda Governance Board (RGB).

STEP 2: ENTRY VISA PROVISION ON ARRIVAL IN RWANDA

- ✓ Upon arrival to airport, or at any other entry point, volunteers get a visa stamp from Immigration at the airport for **30** days, and pay 30 USD/27 EUR.
- ✓ As indicated, for Germans the entry visa can be obtained at arrival without prior application.
- ✓ The Government of Rwanda has made it mandatory from March 2016, with exception of infants, for all travelers coming to Rwanda (citizens and non-citizens) to get yellow fever vaccination. Travellers with no prior yellow vaccination will get it from Kigali International Airport at USD 40 of charge.

STEP 3: GET VERBAL NOTE FROM GERMAN EMBASSY IN RWANDA TO RWANDA MINISTRY OF FOREIGN AFFAIRS (MINAFFET)

- ✓ Once in Rwanda, during working Hours volunteers will have to introduce themselves to German Embassy in Kigali, located in Kiyovu KN27ST/5 (see the map and working hours in section on page 7). The coordination unit Weltwärts shares with the German Embassy in Kigali a comprehensive list of all German volunteers coming to Rwanda with specific summary information on hosting organizations (contact person addresses and locations) and the period of stay of every volunteer.
- ✓ The Embassy then writes a letter known as a “**Verbal Note**” to the Rwanda Ministry of Foreign Affairs asking for support letter for volunteers to get a temporary working permit. Normally, the German Embassy does not send a Verbal Note for one volunteer but a list of volunteers is attached to the verbal note.
- ✓ Normally the original copy of Verbal Note is sent by Embassy to both MINAFFET and Migration office and every volunteer can photocopy the verbal Note and list of volunteers.
- ✓ **NOTE:** If a volunteer translated his/her documents from Kigali, the Embassy must stamp all copies of certificate and all translated documents before these are taken to MINAFFET.



Facts about the Embassy

Germany's embassy in Kigali is the only German representation in Rwanda; and is referred to as “**Embassy of the Federal Republic of Germany**”

KN 27 ST/5 (previously 10, Avenue Paul VI)
Kiyovu, Kigali
Rwanda
Tel: +250280575141; +250280575 222
Fax: +4930 1817 67201

Office Opening Hours of the Embassy are:

- Monday to Thursday: 9:00 – 11:000 AM
- Friday Only by prior appointment

After office hours, you can reach the **emergency service** (not for visa enquiries!) of the Embassy on: **250 788 301 491 (also by Short Messages -SMS).**

✓ Please be advised that there are no parking possibilities at the Embassy or at KN 27/5 Street. No electronic devices are allowed on the Embassy compound, mobile-phones can be left at the entrance, laptops or bigger bags cannot be brought or kept at the Embassy.

Public Holidays 2017

In 2017, the Embassy will be closed on the following German and Rwandan public holidays:

1 January	New Year's Day
7 April	Genocide Memorial Day
14 April	Good Friday
17 April	Easter Monday
1 May	Labour Day
25 May	Ascension Day
5 Juni	Whitsun
1 July	Independence Day
4 July	Liberation Day
3 October	Day of German Unity
31 October	Reformation Day (500th Anniversary)
24 December	Christmas Eve
25 December	Christmas Day
26 December	Boxing Day
31 December	New Year's Eve

STEP 4: MINAFFET ISSUES A LETTER TO IMMIGRATION TO GIVE VOLUNTEERS VISA FEE EXEMPTION

- ✓ Please, be reminded not to go to Migration Office before going to MINAFFET; it has happened in the past for some volunteers to go to Migration first but have been sent by Migration office to MINAFFET for a supporting letter.
- ✓ Make sure you have all documents with you and taken to MINAFFET. (if you have forgotten about the list please visit <https://www.migration.gov.rw/index.php?id=181>.)
- ✓ The Rwanda Ministry of Foreign Affairs (MINAFFET) is located at Kimihurura; and can be reached via street KG4 Ave or KG Ave. Rwanda ; +250 599128-599129-599130 (official numbers)
- ✓ Then MINAFFET issues a supporting letter which you will take to Migration Office to get visa fee exemption.



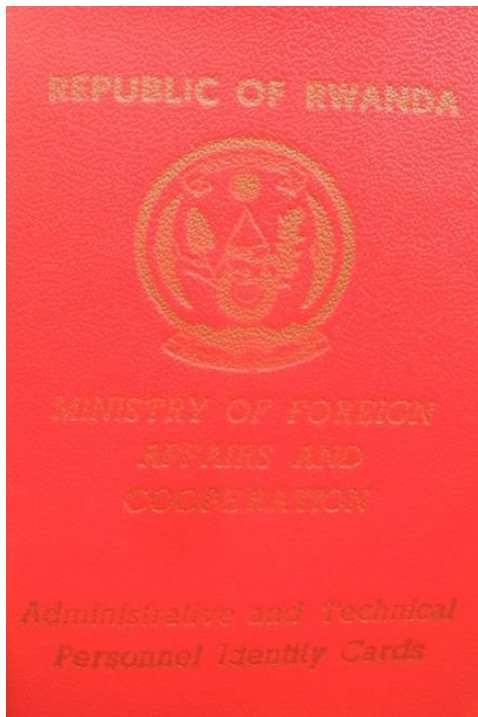
STEP 5: APPLICATION TO IMMIGRATION FOR WORK PERMIT VISA

- From MINAFFET you are given back all documents you had provided to the Ministry;
- Once at Directorate General of Immigration and Emigration, you submit all of them plus MINAFFET Supporting letter.
- The Directorate General of Immigration & Emigration is located at Kacyiru Street KG
- Visa & Permit Section can be called at: +250 722 172 974/+250 722 177 437 | PRO +250 788 674 848 or emailed at info@migration.gov.rw visa@migration.gov.rw production@migration.gov.rw;
- It normally takes **one to two weeks** to get working permit/visa

NB: REQUIRED DOCUMENTS TO IMMIGRATION OFFICE MUST INCLUDE

- An application letter (by a volunteer) addressed to the Director General of Immigration and Emigration (this can be written while in Germany –or once already in Rwanda);
- Verbal Note from German Embassy in Rwanda + list of Volunteers;
- A supporting letter from MINAFFET to Immigration Office;
- Security clearance as sometimes Immigration Office requests for it.
- The Directorate General of Immigration and Emigration may request the applicants to submit any other document when deems necessary for more information and clarification;
- All required visa application documents that a volunteer brought with him/her from Germany.

1.3.3. FOREIGNERS IDENTITY CARD (RED CARD)



Rwanda Directorate General of Immigration and Emigration issues Foreigners Identity Card – often referred to as “**RED CARD.**”

- ✓ This card is issued to foreigners living in Rwanda legally
- ✓ The application is made at the head offices of the Directorate General of Immigration and Emigration; at district Immigration offices; or at Immigration office in Rwanda Development Board (RDB) One Stop Center.
- ✓ The card costs Five Thousand (5000) Rwandan Francs, local currency;
- ✓ Payment made to Rwanda Revenue Authority (RRA) Bank Account; you can click on <https://nonfiscal.rra.gov.rw/citizenrecieptGeneration?flag=C##> to request for payment advice ticket.

General Requirements are simple:

- ✓ One recently taken colored passport size photo with white background;
- ✓ Fill application form, you can get the application form at:
https://www.migration.gov.rw/fileadmin/templates/PDF_files/green/GREEN_CARD2.pdf
- ✓ Copy of residence Permit;
- ✓ Payment slip of 5,000Frw
- ✓ Electronic foreigner ID card should be applied for on the same time with residence permit applications for first and renewal applicants
- ✓ Photo and biometric taking is done at the head offices of the Directorate General of Immigration and Emigration

Specific to Volunteers

- ✓ Once a visa is granted, a volunteer can fill out electronic form picked from Immigration office at Kacyiru.
- ✓ The filled form is taken to MINAFFET with a copy of granted visa attached and then leave them at MINAFFET for check;
- ✓ After verification by MINAFFET, the Ministry sends the form back to Immigration office; then the Immigration office calls a receiving/host organization or the volunteer him/herself to go for finger print and photo taking like it is normally done for Rwandan ID. And then on the same day; you are provided you **Red ID**.

NOTE: It is not mandatory for the volunteers to get such ID card how it can help as instead of always moving with your passport you can move around with your ID Card only.

1.4.ABOUT THE PARTNER ORGANIZATIONS IN RWANDA

- ✓ In Rwanda Local NGOs or CSOs, Faith-Based Organizations (FBOs) and Foundations are regulated by the new Law governing local NGOs and FBOs; and monitored by Rwanda Governance Board (RGB).
- ✓ These organizations must register either at district or national levels. At district level they are provided a provisionary registration certificate and district letter of collaboration.
- ✓ They must be known by District joint Action Forum often referred to as JAF. These organizations are often called Community Based Organizations (CBOs); and are all asked to register with Rwanda Governance Board.
- ✓ All Local NGOs, FBOs and Foundations operating at national level (covering more than one district) register at national directly to the Rwanda Governance Board.
- ✓ At registering they are provided a temporary registration of one year until due diligence is carried out to assess whether the organization will be provided with full registration certificate.
- ✓ It is always advisable for sending organizations to cross-check with the partner organizations about the status of their registration with Rwanda Governance Board (RGB); and what types of certificates at their disposal.

1.6 ABOUT WORKING PERMIT EXTENSION

1.6.1. Validity & Extension of Permit

Normally the duration for this type of work permit is **2 Years** and renewable if a volunteer wants to **EXTEND**. In the context of **WELTWÄRTS**, **volunteers** will be given between 6 months to one year and if they wanted they can apply for an extension of **6 months or one year**.

Please note that “Renewal” is different from wanting to “work with another partner”.

In case a voluntary work permit is expired and the volunteer would like to renew the permit; the following are requirements:

- One colored passport size photo with white background recently taken without glasses, caps and scurf. The photo should be attached to the application form by use of glue stick. Stapling and clipping the photo to the application form is not advisable.
- A completed application form;
- An application letter addressed to the Director General of Immigration and Emigration
- Recommendation letter from the German Ministry of Foreign Affairs;
- Volunteer card from the German Ministry of Foreign Affairs

NOTE: Please be informed that MINAFFET wants to receiving/host institution to be the one expressing the need to renew the permit and not a volunteer or German Embassy. If a Volunteer is moving to another host organization, visa application process will start afresh and the new host organization will have to submit all required supporting documents.

1.6.3. Transcription

For the applicant whose permit is in the expired or lost passport, he/she will have to pay 10,000 RWF for the permit to be transferred in the new passport (this is applicable to volunteers already in country). To avoid penalties, the applicant should apply/renew his/her visa before expiration of current visa. Penalty fee is 20,000frw in a period of 6 to 15 days of the delay. Article 34 of the Ministerial Order No 02/01 of 21/05/2011 establishing procedures and regulations implementing Immigration and Emigration law, categorizes other penalties from 16 days to 9 months and above.

1.6.4. Change of Status

The holder of P1 permit may be allowed to change his/her status. For instance a volunteer may want to become a permanent resident or work with another organization at a voluntary basis or as full time employee. In this case s/he will have to start the whole application process, but will be much faster as the person is already known by the Migration office. However it is not automatic that a volunteer will get the voluntary work permit with a new employer. It will also depend on whether the new employer has the right agreements with Government institutions.

1.6.5. Number of Entries

The holder of **P1** is allowed of Multiple Entries. As the voluntary work permit is given for 2 years, during the course a volunteer may decide to pay visit his/her parents back to Germany after one year and return back. In that case s/he will not have to apply again for entry visa.

For more information, please visit the official website of Directorate General on

<https://www.migration.gov.rw/index.php?id=79>