

ASPIREVISA: JOB ABROAD SUPPORT HANDBOOK

WELCOME TO ASPIREVISA – MIGRATION & VISA SUPPORT SERVICES

THIS HANDBOOK IS DESIGNED TO GIVE YOU A FULL UNDERSTANDING OF HOW ASPIREVISA SUPPORTS CLIENTS PURSUING INTERNATIONAL CAREER OPPORTUNITIES. OUR SERVICES ARE STRUCTURED TO BE FULLY LEGAL UNDER KENYAN AND INTERNATIONAL LAW. ASPIREVISA IS NOT A RECRUITMENT AGENCY. WE PROVIDE CAREER COACHING, MIGRATION DOCUMENTATION SUPPORT AND LOGISTICAL ASSISTANCE.

IMPORTANT:

BEFORE PROCEEDING WITH ASPIREVISA, WE URGE YOU TO READ THIS DOCUMENT CAREFULLY. IT OUTLINES OUR TERMS AND CONDITIONS AND PROVIDES CLARITY ON HOW WE OPERATE.

WE ACKNOWLEDGE THE FRUSTRATION AND BITTERNESS EXPRESSED BY SOME INDIVIDUALS TOWARDS AGENCIES IN THE INDUSTRY. THIS IS WHY WE HAVE CHOSEN TO TAKE A DIFFERENT, YET LEGAL, APPROACH TO IMMIGRATION AND VISA ASSISTANCE. OUR METHODS MAY SEEM UNCONVENTIONAL, BUT THEY ARE ALWAYS WITHIN THE BOUNDS OF THE LAW.

A FINAL NOTE:

IF YOU ARE COMFORTABLE WITH OUR APPROACH AND TERMS, WE WISH YOU THE BEST OF LUCK. HOWEVER, IF YOU ARE UNCERTAIN OR SKEPTICAL, WE KINDLY ASK THAT YOU REFRAIN FROM PROCEEDING FURTHER WITH ASPIREVISA. WE DO NOT ENGAGE IN CLEARING DOUBTS OR ADDRESSING SKEPTICISM.

THANK YOU FOR YOUR UNDERSTANDING.

**THE
ASPIREVISA TEAM**

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OUR APPROACH



We empower our clients to apply for jobs abroad independently or through licensed foreign partners. We assist by:

1. Helping you identify suitable opportunities based on your skills.
2. Supporting you with documentation and application packaging.
3. Providing visa guidance and travel preparation
4. Offering optional financial support to reduce upfront costs.
5. All opportunities shared are publicly accessible or accessed through legal channels.

OUR SERVICES INCLUDE:

Job Board List Navigation assistance
Visa and Embassy Preparation
Travel and Relocation Planning
Migration Fund Support

OUR POLICY EVOLUTION

TIMELINE

1. July 2024 – February 2025: No Upfront Fees Model

Outcome: While this allowed many to access our services without upfront costs, the 25% post-employment was later deemed burdensome by clients.

Review: Based on this feedback, we restructured the policy to provide more financial relief for successful applicants.

2. February 2025 – April 2025: Introduction of Minimal Screening Fees

1....Policy: 20% installments of the total amount supported with for 8 months after first salary.

Additional Fees Introduced:

Ksh 250 for documentation (refundable IF DOCUMENTS DO NOT QUALITY FOR APPLICATION).

Ksh 2,000 after shortlisting (one-time fee for only qualified applicants).

Purpose: To address financial deficits on our end while maintaining service quality.

Rationale: This model ensures operational sustainability while addressing public concerns about transparency and fairness.

Our Commitment: AspireVisa remains dedicated to improving processes, increasing access to international opportunities, and operating with transparency, fairness, and mutual respect.

APPLICATION PROCESS



1. The Appointment

You will meet with an AspireVisa agent to present your documents for review.

The agent will validate your qualifications for the job you are applying for.

You will have the opportunity to ask any questions about the process.

A file will be opened for you, and you will receive a unique code via email (all future communication will be done via email).

NOTE THAT THE APPOINTMENT CAN BE FOR PURE CONSULTATION NOT NECESSARILY APPLICATION.

2. Document Screening

Your documents will be carefully screened to ensure they meet the employer's requirements.

Outcome:

If not shortlisted, YOU GET A FULL REFUND OF THE START FEE (KSH 250) and you can apply again in future job openings.

If shortlisted, you will be required to attach an application and sponsorship seeking letters.

3. Video Interview

Once we receive your letters, you will receive an interview Handbook with instructions, guidelines, and questions.

You will have 10 days to submit your video. Do your BEST!

4. First Video Shortlisting

Your video will be reviewed in Kenya.

The best presentations will be forwarded to the employing companies, facilities, or organizations.

5. Second Video Shortlisting

The employers will review the forwarded videos and make final hiring decisions.

If you are not selected, you can apply again for another opening.

6. Job Offer & Visa Application

If hired, you will receive a working letter from the employer.

AspireVisa will support your visa application, which the costs will be catered for by the migration fund.

We will also support your medical fee, travel costs, and one-month accommodation fee through the migration support fund (further details in the Legal Obligation document).

You will need to be available for the process.

PAYMENT TERMS & AGREEMENT.

At Aspire Visa, we operate on a post-employment payment model, ensuring that our clients can secure jobs abroad without the burden of commission/agent/hefty traveling fees

How Payment Works

- ✓ **Upon successful employment, you remit 20% to Aspire Visa in 8 months installments as our service fee.**
- ✓ **Payments are made directly to the company's designated bank accounts.**

Consent & Agreement

To maintain transparency and accountability, all applicants are required to:

- ✓ **Sign a Consent & Agreement Form during the application process.**
- ✓ **Acknowledge their commitment to fulfilling the payment terms after securing employment.**
- ✓ **Understand that failure to honor this agreement may result in legal action or other enforcement measures.**

This structured payment plan ensures that job seekers can access international opportunities without financial strain upfront, while also upholding fairness and accountability in our partnership.

THE ROUND TABLE/OUR LEGAL OBLIGATIONS



At AspireVisa, we have implemented strict measures to protect applicants from being stranded abroad. To ensure accountability and transparency, before a working visa is processed, we conduct a roundtable meeting involving:

An AspireVisa agent
A lawyer
The applicant
Two family members of the applicant

During this meeting, all legal obligations and agreements will be clearly stated for future reference.

1. One-Month Accommodation Support

For every job opportunity successfully offered, regardless of the country, the first group of candidates who secured jobs through our support program were accommodated in paid hostels initial period.

Now, with a growing network of candidates who have successfully relocated through our sponsorship program, we utilize them as hosts for new arrivals. These individuals, who have already gone through the process, now host newcomers under a structured, paid accommodation program for one month before they can settle and find their way around the country.

This system ensures that new candidates have a safe and welcoming environment while adjusting to their new job and location, making the transition smoother.

✓ AspireVisa Obligation:

If an applicant arrives and this arrangement is not honored, the applicant or their family member has the right to take legal action, and AspireVisa will be liable to pay the compensation fee agreed upon at the roundtable meeting.

2. Job & Salary Deceit Protection

All job descriptions and salaries must align with what was presented during the application process. If an applicant arrives and finds that:

The job role is different from what was promised, or

The salary is lower than what was agreed upon,

AspireVisa is legally obligated to compensate the applicant according to the damage fee agreed upon at the roundtable meeting.

✓ AspireVisa Obligation:

If a job or salary does not match what was agreed upon, AspireVisa is bound by law to compensate the applicant.

3. Visa & Passport Fees

AspireVisa shall not ask for any fees for:

Passport processing

Visa application

Medical fee

Travel fee

✓ AspireVisa Obligation:

All visa-related expenses are fully supported by AspireVisa's migration fund.

WHY DON'T WE HAVE TESTIMONIALS?

Why Don't We Have Testimonials?

At AspireVisa, we are guided by professionalism, ethics, and a deep respect for human dignity.

While we understand that testimonials can build trust and offer reassurance, our priority is protecting the privacy and safety of the individuals we sponsor. During the appointment process, every applicant signs a legal obligations agreement, which includes our strict confidentiality policy.

We do not post photos, share success stories, or disclose contact details of our clients online — even after they've secured employment abroad. This is not due to a lack of success, but rather a commitment to:

Confidentiality: We protect our applicants' personal journeys.

Dignity: We believe that announcing someone's sponsorship publicly can be diminishing.

Security: We never share personal contacts unless an applicant has volunteered under our paid host program to support new arrivals in their host country.

Our mission is to treat every client with respect, ensuring they feel empowered and not exposed. Your story is yours to tell — if and when you choose to

DOCUMENTATION

At Aspire Visa, we ensure a smooth and transparent application process. Once a client expresses interest in a job on the job board list, you reply with the code of the job. An assigned employee will be assigned to you to screen your qualifications and give you an appointment to visit the office with required documents.

Required Documents for Processing

- ✓ National ID or Passport (Must be valid)
- ✓ Academic & Professional Certifications
- ✓ Updated CV/Resume
- ✓ Signed Consent & Agreement Form
- ✓ Application form

Processing & Waiting Period

Once all documents are submitted, Aspire Visa begins the screening and job matching process. This takes approximately 2-3 weeks, during which:

- ✓ Documents are reviewed for accuracy and completeness.
- ✓ Suitable job opportunities are matched based on qualifications and experience.
- ✓ Employers and sponsors are contacted for final placement confirmation.

Once a job offer is secured, the client will receive further instructions on visa processing, travel arrangements, and onboarding.

TERMS & CONDITIONS

Updated Jobs Abroad Support Program Terms & Conditions

1 Flexible Support Repayment Plan 💰

Clear 8 months installments repayment plan of 20% of the total support given

2 Legal Protection for Clients ⚖️

A lawyer-vetted agreement will be signed between the client, a family member, and the employer.

Clients or their families can sue in cases of:

- ✓ Stranded situations (if the job is fake or they are abandoned).
- ✓ Misleading job descriptions (if the work differs from what was promised).
- ✓ Payment issues (if the salary is lower than agreed).

3 Accommodation Support 🏠

If a job does not provide accommodation, client receive one month of support for housing to help them settle before securing permanent lodging.

ACCESSING JOB OPPORTUNITIES..WHAT NEXT?

At Aspire Visa, we regularly update our list of available job opportunities in various industries and destinations.

IF YOU ARE WILLING TO GO THROUGH THE PROCESS, TEXT BACK TO BE GIVEN THE CURRENT JOB OPENINGS AVAILABLE.

1. GO THROUGH THE JOB OPENINGS HANDBOOK.
2. REPLY WITH THE CODE OF THE INTERESTED JOB
3. YOU WILL GET A LINK TO BOOK AN APPOINTMENT EITHER FOR JUST CONSULTATION OR CONSULTATION AND APPLICATION.
4. IN THE EVENT OF A MISSED APPOINTMENT, YOU WILL HAVE TO WAIT FOR THE NEXT JOB OPENINGS.

We are committed to helping you find the right job abroad—hassle-free and fully sponsored.

IF YOU HAVE ANY DOUBTS OR SKEPTISM, DO NOT REPLY AND REFRAIN FROM ASSOCIATING WITH ASPIREVisa BECAUSE WE DO NOT TAKE THE RESPONSIBILITY TO CONVINCE/BEG A CLIENT TO APPLY. IT IS SIMPLY A PERSONAL CHOICE.

IMPORTANT LEGAL DISCLAIMER

AspireVisa:

Is NOT a recruitment agency and does NOT represent foreign employers

Does NOT take salary deductions or commissions from your employment

Does NOT guarantee jobs, salaries, or employment outcomes

We provide support for independently submitted applications, and where partnerships exist, they are advisory or logistical.



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