



Embassy
of the Federal Republic of Germany
Nairobi

KENYA

VISUM for VOLUNTARY SERVICE

<p>Visa Section</p> <p>113, Riverside Drive P.O. Box 30180 00100 Nairobi Tel: +254 (0)20 4262140 Fax: +254 (0)20 4262129 Mail: visainfo@nair.diplo.de Website: www.nairobi.diplo.de</p>	<p>Reporting Time: by electronically booked appointment (see Homepage for further details).</p> <p>Please note: Fingerprints will be taken as part of the application. Please provide originals and two legible photocopies of all documents</p>
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! This information leaflet and any Visa Forms are free of charge !

▶ Passport of applicant and 2 copies of the same, valid up to a minimum of 3 months after intended return journey. The passport must have at least two empty pages and cannot be older than 10 years.

Nationals other than Kenyans must be able to show a valid residence permit and re-entry permit for Kenya

▶ Two biometric identical passport size photographs (3.5cm x 4.5 cm), no older than 3 months, bright background (not red/blue), one attached to application form and one loose

▶ Two LONG-TERM Visa application forms including declaration according to Section 55 (2) of the Residence Act duly filled and signed, that can be downloaded under the following link:

http://www.nairobi.diplo.de/contentblob/3697526/Daten/1926/d_vis_a_form_long_term.pdf

▶ Contract/Agreement about the Voluntary Service in Germany, in **original** and **2 copies** of the same

▶ Motivation letter explaining your reasons to do a voluntary service in Germany

▶ School leaving certificate (plus KCSE certificate from KNEC)

▶ Proof of previous academic studies / professional trainings, if applicable

▶ CV

▶ Proof of language competence at minimum level of A1 in accordance with the European Framework of Reference. Certificates of the Goethe-Institute in Nairobi, KCSE certificate from KNEC having a minimum grade of B-, not older than 4 years and TestDaf are recognised.

or

▶ confirmation by employer that knowledge of German is not required

▶ For minor applicants:

Declaration of Consent by parent having the custody and care of the child together with a certification of a notary public, **original** and **2 copies** of the same

Remarks concerning Federal Voluntary Service („Bundesfreiwilligendienst“):

Your contract has to be signed by you, the German Federal Office for Family and Civil Society Issues (Bundesamt für

Familie und zivilgesellschaftliche Aufgaben (BAFzA)) as well as the place of assignment, the central office and if applicable the agency organising the voluntary service.

Remarks concerning Voluntary Youth Services (Voluntary Social Year - „Freiwilliges Soziales Jahr - FSJ“)

Your contract has to be signed by you as well as the agency organising the voluntary service and if applicable the place of assignment. If the contract or another confirmation of the organising agency does not include a commitment concerning your board and lodging, you will need to provide additional proof that covers your living expenses.

If you do not have sufficient basic knowledge of the German language, you will need to provide a confirmation by the organising agency that in the initial phase, language skills are not necessary and that the needed language skills can be acquired by visiting language courses after your arrival in Germany.

After a positive visa decision, you will need to provide proof of a valid medical insurance cover for the time between your intended arrival in Germany and the start of the voluntary service before the visa can be handed out in case this proof has not yet been provided.

Current visa charges see www.nairobi.diplo.de

**The Embassy reserves the right to demand further documents if considered necessary.
Incomplete applications and applications with incomplete documents shall not be accepted.**