



KENYA

VISA for WORK PERMIT / TECHNICAL TRAINING

<p><u>Visa Section</u> 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><u>Reporting Time:</u> by electronically booked appointment (see Homepage for further details).</p> <p><u>Please note:</u> Fingerprints will be taken as part of the application. To avoid any delay in the processing of visas, which usually takes six to nine weeks (not including document verification process), all applicants should present all listed documents personally. Please provide original and two legible photocopies of all documents</p>
<p>! This information leaflet and any Visa Forms are free of charge !</p>	
<p>▶ Passport of applicant and 2 copies of the same, still valid up to a minimum of 6 months. Non –Kenyans living in Kenya must be in possession of a residence permit. The same must also be valid for up to 6 months, previous passports (if any)</p> <p>▶ Two biometric identical passport size photographs (3.5cm x 4.5 cm), no older than 3 months, bright background, one attached to application form and one loose</p> <p>▶ Two LONG-TERM Visa application form duly filled and signed</p>	
<p><u>Work permit</u></p>	<p><u>Technical Training</u></p>
<p><input type="checkbox"/> ▶ School Leaving Certificates of Primary and Secondary School</p> <p><input type="checkbox"/> ▶ Proof of previous academic studies/professional training/ work experience (if applicable)</p> <p>▶ <input type="checkbox"/> Work Contract with the German company/ organisation, including information on</p> <ul style="list-style-type: none"> • salary, • work conditions, • time frame of the contract, • specific duties 	<p>▶ Training contract</p> <p>▶ Training schedule</p> <p>▶ Proof of registration of the training institute/company/organisation</p> <p>▶ School Leaving Certificates of Primary and Secondary School</p> <p>▶ Proof of previous academics studies / professional trainings / work experiences, if applicable</p> <p>▶ proof of knowledge of the German language, if required</p>

<ul style="list-style-type: none">□ ► Proof of submission to the commercial register of the company/organisation► Possibly: consent of the German Federal Employment Agency (may be obtained beforehand)	<ul style="list-style-type: none">► Details about accommodation► Proof of financial arrangements to cover the (intended) duration in Germany, original and 2 copies of the same.<ul style="list-style-type: none">► The applicant has three possible ways to finance his/her stay:<ul style="list-style-type: none">a) Self- financed stay:<ul style="list-style-type: none">● Sufficient income from the trainingb) Financing by a third party living in Germany (sponsor):<ul style="list-style-type: none">● formal obligation letter issued by the competent German authority, original and copyc) Financing by company/organization where the training will be done:<ul style="list-style-type: none">● Confirmation of provided accommodation and food
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**Please note, that the legalisation of Kenyan documents is not possible.
Hence, be advised that a verification might be necessary.
Additional costs and an extension of the visa process might arise.
Further information can be found on the Embassy's Website.**

Current visa charges: **see www.nairobi.diplo.de**

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