

## REQUIREMENTS SCHENGEN VISA

- Minimum requirements for a Schengen Visa for a stay **not longer than 90 days**.
- Applications are to be submitted **not earlier than six months** and **not later than 15 days prior** to the intended travel.
- **Applications are treated within 15 days** but might take 45 days in special cases and for certain nationalities.
- An online **appointment has to be booked prior** to submission of the application for a Schengen visa (<https://nairobi.diplo.de/ke-en/service/online-appointment/1510762>).
- Applicants must **apply in person** at the Embassy.
- **Visa fee** is due upon introduction of the application and is currently € 80; for children between ages 6 and 11 the visa fee is € 40 (**to be paid in Kenyan Shillings**).
- Visa fees are **non-refundable!**
- Please make sure to **submit complete application documents!** Incomplete applications may lead to direct rejection of the visa application.
- In individual cases, the Embassy reserves the right to insist on the **submission of further documents**.
- The Embassy will only process the application once the required documents have been submitted in full.
- Please be advised that submitting all required documents is **not a guarantee** that a visa will be granted. Furthermore, a visa is not a guarantee of access to the Schengen territory. The final decision remains with the immigration office at the border. The permission to enter the Schengen territory may depend on the presentation of the invitation letter, the original formal obligation letter, your financial means and the travel health insurance.

<b>ALL APPLICANTS MUST SUBMIT THE FOLLOWING:</b>	
1.	One <b>application form</b> duly completed and signed by applicant; Please use the online VIDEX application form ( <a href="https://videx.diplo.de/videx/desktop/index.html#start">https://videx.diplo.de/videx/desktop/index.html#start</a> )
2.	Two <b>biometric color passport photographs</b> (3.5cm x 4.5cm) not older than six months (Frontal view, eyes directly to the camera, <u>white background</u> , no shadows on the face, no reflection on lenses, no headwear, and mouth closed. The face - from chin to hairline - must fill 80% of the photo (face height between 3.6cm and 3.2cm), the complete face must be clearly visible
3.	<b>Passport</b> valid for at least three months after intended return journey. The passport must have at least two empty pages ( <i>original</i> ) Please note that the embassy <u>only</u> accepts the <b>new generation e-passport</b> from Kenyan nationals
4.	<b>Copy of passport bio-data page</b> and copies of all <b>previous Schengen visas</b> and residence permits ( <i>copy</i> )
5.	Nationals other than Kenyans must be able to show a <b>valid residence permit</b> and/or <b>student pass</b> and re-entry-permit for Kenya ( <i>copy</i> )
6.	<b>Proof of personal regular income</b> or means of subsistence (i.e. pay slips and/or certified bank statements covering the last three months), even if you don't pay the travel costs yourself. (Housewives or students: confirmation letter, certified bank statements, passport copy of the person who sponsors your life in Kenya) ( <i>original</i> )
7.	Proof of <b>travel medical insurance</b> for the <b>duration of stay</b> , minimum <b>cover of Euro 30.000,00</b> and <b>valid for all Schengen countries</b> (please see the list of travel insurances accepted by the Schengen embassies in Kenya) ( <i>copy</i> )
<b>Employees/ Students:</b>	
8.	<b>Introduction letter from Kenyan company/ university/ school</b> including postal address and telephone number stating the reasons and duration of the business trip, the precise activities of the organization, how long the applicant has been with the company and his monthly income ( <i>original</i> )
<b>Self-Employment:</b>	
9.	<b>Official documents of the business in Kenya</b> (e.g. "Certificate of Incorporation", "Trading License", "CR 12"), financial status of company (certified bank statements of the last three months) ( <i>original and copy</i> )
<b>Minors:</b>	
10.	Notarized consent letter from both parents (if applicable sole custody order) ( <i>original</i> )
11.	Birth certificate of the applicant ( <i>original and copy</i> )
12.	Passport copies of both parents ( <i>copy</i> )

<b>ADDITIONAL DOCUMENTS TO SUBMIT FOR:</b>	
<b>BUSINESS/ CONFERENCE TRIP</b>	
13.	A <b>recent and signed formal invitation</b> from your business partner/ organisation stating duration and purpose of the visit and – if applicable – funding to the journey <i>(original)</i> Please note: Business letters in the form of photocopies, emails and printed PDF files are not accepted
14.	<b>Proof of financial status of the company</b> (i.e. certified bank statements covering the last three months) <i>(original)</i>
15.	<b>Proof of hotel reservation</b> <i>(copy)</i>
<b>'SELF FUNDED' TOURIST VISA WITHOUT INVITATION</b>	
16.	<b>Travel plan</b> and <b>confirmed hotel booking(s)</b> covering all your stay in the Schengen countries <i>(copy)</i>
17.	<b>Proof of sufficient funds</b> to support yourself during your stay (e.g. certified bank statements of current account, salary slips of the last three months, etc.) <i>(original)</i>
<b>VISITORS VISA (FAMILY/FRIENDS)</b>	
18.	A <b>signed invitation from your host</b> stating at which address the applicant is going to stay, the nature of the relationship and the purpose of the visit <i>(original)</i>
19.	<b>Passport copy from your host</b> in Germany (data page and page with residence permit or residence card if your host is not German) <i>(copy)</i>
20.	In case of family visit: Relevant documents to <b>proof the family relationship</b> (e.g. marriage/ birth certificates) <i>(original and copy)</i>
21.	<b>Original formal obligation letter</b> (“Verpflichtungserklärung”) as per §§ 66 - 68 Aliens Act from the Aliens Office and from a person living in Germany covering all the costs that may be incurred, not older than 6 months <i>(original and copy front and back page)</i> . If other evidence is presented that adequate financial resources are available, you can be exempted from submitting an obligation letter. Please note that cash is no acceptable proof!
<b>MEDICAL TREATMENT</b>	
22.	<b>Confirmation/ invitation letter from the German hospital or doctor</b> , stating clearly that the treatment can be undertaken in Germany, what costs will be incurred during and after the treatment, and the duration of treatment <i>(original)</i>
23.	<b>Proof of payment:</b> expected medical costs should be transferred to the clinic prior to the scheduled treatment <i>(original)</i>
24.	Detailed <b>written confirmation letter from a Kenyan hospital or doctor</b> , confirming that the treatment <b>cannot</b> be carried out in Kenya <i>(original)</i>
25.	Funding of journey: <b>Official obligation letter</b> as per §§ 66-68 Aliens Act from the Aliens Office and from a person living in Germany covering all the costs that may be incurred, not older than 6 months (front and back page); <i>(original and copy)</i> If other evidence is presented that adequate financial resources are available, you can be exempted from submitting an obligation letter

**This information is constantly updated, but does not claim to be complete.**

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