

IMPORTANT INFORMATION

- * Applications may be submitted at least 15 days and up to six month prior to your intended travel date.
- * In order to ensure a smooth organization of your trip, please apply well in advance of your intended travel date. Neither the German Embassy nor the Service Provider are able to expedite the process.
- * According to the Schengen Visa Code, the German Embassy is only responsible for processing your visa application if your main destination is Germany - and if you are a resident of Kenya, Somalia or the Seychelles or Sudan.

TLS ACCOUNT

Please check your TLS account regularly for updates on your visa application status and/or document submission request/status. The German Embassy will not reply to any status inquiries during processing time as below.

PROCESSING TIME

For **INCOMPLETE** applications: up to 45 days

For **COMPLETE** applications: up to 15 days

Document submission for INCOMPLETE applications

- * Missing Documents - as indicated by TLS during your appointment - or as requested by the Embassy via your TLS account - need to be submitted to TLS within 7 days after your appointment or until the deadline given by the Embassy. Failure to do so will in most cases lead to a refusal. Documents sent or delivered to the Embassy directly - without explicit request to do so - will not be considered.
- * The Embassy reserves the right to request more information or documents at any time during processing - for incomplete or complete applications.
- * Submission of a complete application is no guarantee for issuance of a visa

Checklist for filing your Medical Visa application

The printed and signed checklist has to be submitted to TLS during your appointment. Please provide ALL required documents/information as stated below. **Submission of an incomplete application will extend the processing time to up to 45 days or might result in a refusal right away.**

			to be filled by TLS	
			submitted	to be submitted
1	Application Form	<ul style="list-style-type: none"> • application form to be found online at: https://videx.diplo.de • filled in completely and correctly • printed, dated and signed by applicant 	<input type="radio"/>	<input type="radio"/>
2	Biometric photograph	one current, coloured and biometric passport photograph (taken in front of a white background)	<input type="radio"/>	<input type="radio"/>
3	Passport	Valid and signed e-passport, with at least two blank pages and valid for at least 3 month after your scheduled return	<input type="radio"/>	<input type="radio"/>
		Copy of passport bio-data page	<input type="radio"/>	<input type="radio"/>
		Copies of all previous Schengen-Visas (if any)	<input type="radio"/>	<input type="radio"/>
		Non-Kenyan citizens: copy of valid residence/work/study permit for Kenya	<input type="radio"/>	<input type="radio"/>
3.a	Additional document for Somali citizens	Completed and signed application for exemption of the passport requirement (provided on TLS website)	<input type="radio"/>	<input type="radio"/>
3.b	Additional documents for children below the age of 18	Original birth certificate + 1 copy	<input type="radio"/>	<input type="radio"/>
		Declaration of consent to travel signed by all parents/legal guardians - Original	<input type="radio"/>	<input type="radio"/>
		Copy (bio-date page) of parents/legal guardians passport or ID	<input type="radio"/>	<input type="radio"/>
		If one parent is deceased or sole custody has been granted: relevant legal documents proving the same Original + 1 copy	<input type="radio"/>	<input type="radio"/>
		Confirmation of the school the applicant is attending, including confirmation of the schools holiday times - Original	<input type="radio"/>	<input type="radio"/>
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4	Proof of travel purpose	Treatment confirmation from the German hospital or doctor including occurring costs and treatment duration - original	<input type="radio"/>	<input type="radio"/>
		Proof of payment for the expected medical costs (remittance should be made directly to the hospital / doctor)	<input type="radio"/>	<input type="radio"/>
		Detailed written confirmation letter from a Kenyan hospital or doctor stating clearly that the treatment has to be done in Germany	<input type="radio"/>	<input type="radio"/>
		Formal obligation letter (Verpflichtungserklärung) - to be applied for by a person living in Germany at the responsible aliens authority of the place of residence OR proof of sufficient funds to support yourself during your stay in Germany	<input type="radio"/>	<input type="radio"/>
		Confirmation of hotel booking OR confirmation of admittance to the hospital (including proof of payment)	<input type="radio"/>	<input type="radio"/>
5	Proof of ties to Kenya	If employed: a. current letter of employment including information about your position and confirmed absence during your travelling time - in Original	<input type="radio"/>	<input type="radio"/>
		b. pay slips for the past 3 months - certified by your employer - in Original	<input type="radio"/>	<input type="radio"/>
		If self-employed: a. company registration and/or current business permit and/or CR12 - either stating your name	<input type="radio"/>	<input type="radio"/>
		b. 3 month bank statements of your business account / or Mpesa - certified by the bank - in Original	<input type="radio"/>	<input type="radio"/>
		If studying: current letter of your university confirming your registration, field of studies, absence and remaining semesters - in Original	<input type="radio"/>	<input type="radio"/>
		If unemployed: Information on how you make a living in Kenya including proof thereof	<input type="radio"/>	<input type="radio"/>
6	Proof of financial situation	certified bank statements for the past 3 month (preferably with salary income), otherwise Mpesa - either certified by the bank - in Original	<input type="radio"/>	<input type="radio"/>
7	Travel health insurance	For the duration of stay. Minimum cover of 30,000.00 Euros and valid for all Schengen countries from the list of approved insurances - provided on TLS website	<input type="radio"/>	<input type="radio"/>