



Embassy
of the Federal Republic of Germany
Nairobi

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 visiting Family/Friends/Partner (unmarried)

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	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	ePassport	with at least two blank pages and valid for at least 3 months after your scheduled return	<input type="radio"/>	<input type="radio"/>
		copy of passport bio data page	<input type="radio"/>	<input type="radio"/>
3.a	Non-Kenyan citizens	copy of valid residence/work/study permit for Kenya	<input type="radio"/>	<input type="radio"/>
3.b	Somali citizens	Completed and signed application for exemption of the passport requirement (provided at TLS (or on their website))	<input type="radio"/>	<input type="radio"/>
4	Additional documents for children below the age of 18	a. Original birth certificate + 1 copy	<input type="radio"/>	<input type="radio"/>
		b. Travel consent signed by all parents/legal guardians - certified by a Notary Public - in Original	<input type="radio"/>	<input type="radio"/>
		c. Passport or ID copy of all parents/legal guardians	<input type="radio"/>	<input type="radio"/>
		If one parent is deceased or sole custody has been granted: relevant legal documents proving the same	<input type="radio"/>	<input type="radio"/>
		d. Confirmation of the school the child is attending, including confirmation of the schools holiday times - in Original	<input type="radio"/>	<input type="radio"/>
please continue on next page				

5	Proof of Travel Purpose	Signed invitation letter from your host - stating nature of your relationship, purpose of your visit, duration of stay and address where you are going to stay during your time in Germany	<input type="radio"/>	<input type="radio"/>
		Passport/ID-copy of the host in Germany (bio data page - if your host is not German - copy of residence permit/card	<input type="radio"/>	<input type="radio"/>
		If applicable: Proof of family ties - e.g. birth/marriage certificates proving relationship - Original + 1 copy	<input type="radio"/>	<input type="radio"/>
		Formal obligation letter (Verpflichtungserklärung) - to be applied for by your host at the aliens authority at his/her place of residence in Germany - in Original . You might be exempted from this requirement, if you can provide proof of sufficient financial resources yourself. Please note that cash or large one time remittances in your account are not acceptable proof.	<input type="radio"/>	<input type="radio"/>
6	Proof of ties to Kenya	If employed: a. current letter of employment including information about your position and confirming absence during your travel time - in Original	<input type="radio"/>	<input type="radio"/>
		b. pay slips for the past 3 month - 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 months 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"/>
7	Proof of financial situation	certified bank statements for the past 3 month (preferably with salary income), otherwise Mpesa - either certified - in Original	<input type="radio"/>	<input type="radio"/>
8	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"/>