

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, 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 **BUSINESS** application (NOT for Trade Fairs)

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.

			<i>to be filled by TLS</i>	
			submitted	to be submitted
1	Application Form	https://videx.diplo.de • filled in completely and correctly • printed, dated and signed by applicant	<input type="checkbox"/>	<input type="checkbox"/>
2	Biometric photograph	One current, coloured and biometric passport photograph (taken in front of a white background)	<input type="checkbox"/>	<input type="checkbox"/>
3	ePassport	with at least two blank pages and valid for at least 3 months after your scheduled return	<input type="checkbox"/>	<input type="checkbox"/>
		copy of passport bio data page	<input type="checkbox"/>	<input type="checkbox"/>
3.a	Non-Kenyan citizens	copy of valid residence/work/study permit for Kenya	<input type="checkbox"/>	<input type="checkbox"/>
3.b	Somali citizens	Completed and signed application for exemption of the passport requirement (provided at TLS or on their website)	<input type="checkbox"/>	<input type="checkbox"/>
4	Invitation	Signed invitation letter from your business partner / organisation in Germany, stating duration and purpose of your visit and - if applicable - cost assumption of your journey/stay	<input type="checkbox"/>	<input type="checkbox"/>
		Proof of status of the German company (IHK-registration)	<input type="checkbox"/>	<input type="checkbox"/>
5	Accommodation	Hotel reservation covering your entire stay	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of ties to Kenya	If employed:		
		a. current letter of employment including information about your position and confirmed absence during your travel dates - in Original	<input type="checkbox"/>	<input type="checkbox"/>
		b. pay slips for the past 3 months - certified by your employer - in Original	<input type="checkbox"/>	<input type="checkbox"/>
		If self-employed:		
		a. company registration and/or current business permit and/or CR12 - either stating your name	<input type="checkbox"/>	<input type="checkbox"/>
		b. 3 months bank statements of your business account / or Mpesa - certified by the bank - in Original	<input type="checkbox"/>	<input type="checkbox"/>
		If studying: current letter of your university confirming your registration, field of studies, absence and remaining semesters - in Original	<input type="checkbox"/>	<input type="checkbox"/>
		If unemployed: Information on how you make a living in Kenya including proof thereof	<input type="checkbox"/>	<input type="checkbox"/>
7	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="checkbox"/>	<input type="checkbox"/>
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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	○	○
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