



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 filing your **TRADE FAIR** 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	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 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"/>
5	Trade Fair Ticket	Trade Fair Ticket with Barcode; If your stay exceeds the Trade Fair by more than 2 days (before and after): detailed travel itinerary stating your daily activities	<input type="radio"/>	<input type="radio"/>
6	Accommodation	Hotel reservation(s) covering your entire stay	<input type="radio"/>	<input type="radio"/>
7	Proof of ties to Kenya	If employed: a. current letter of employment with information about your position and absence - 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: company registration in your name + certified bank statements of business account/Mpesa (if applicable) - account statements 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"/>
please continue on next page				

8	Proof of financial situation	certified bank statements for the past 3 month (preferably with salary income), certified by the bank in Original (NO Mpesa statements accepted)	<input type="radio"/>	<input type="radio"/>
9	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"/>