



**Checklist for the Issuance of a SCHENGEN Visa for
BUSINESS, OFFICIAL Travel, TRAINING, WORKSHOP and SEMINAR
Diplomatic / Service Passports**

PLEASE READ CAREFULLY!

As of June 2013, all diplomatic representations of the Schengen member states in Kenya have to capture the biometric data (finger scans & facial image) of persons applying for a Schengen visa. The data will be kept in the Visa Information System (VIS) for 5 years.

For further information: <https://www.sem.admin.ch/dam/data/sem/einreise/vis/leaflet-vis-en.pdf>

**We encourage all applicants to make use of the online-application at www.swiss-visa.ch.
Customers who apply online and make an appointment will be served first.**

If your finger scans have not been captured, personal appearance is mandatory when applying for a Schengen visa. Fingerprint scan is not necessary for children under the age of 12 years.

If your finger scans were collected within the last 59 months, then you won't have to give new fingerprints for your next visa application(s) and personal appearance is not necessary. However, you still have to book an appointment for the application to be lodged by yourself or your representative and you have to provide a copy of your visa sticker. If you are not sure or do not remember whether your fingerprints have been captured for a Schengen visa within the last 59 months, you have to appear in person.

You will still have to appear in person to give your fingerprints in case the previously collected fingerprints prove to be of insufficient quality.

The Swiss representation still reserves the right to ask the applicant to appear for a personal interview after checking his application.

Visas can only be issued to applicants with **residence in Kenya.**

Please make sure that you have all the documents mentioned below when you apply. Incomplete applications will not be accepted and a new appointment will have to be made.

Visa requirements:

Please bring the original documents and provide the Embassy with clear double sided photocopies. Do not staple the documents together.

One (1) complete online visa application form properly filled-in, saved as PDF, printed and signed by the applicant which is found on our website: <http://www.swiss-visa.ch>

One (1) recent clear and coloured passport-size photo (With white/grey background; **Please do not staple the photo on the form.**)

Valid passport (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.) **Previous passport in original** if a new passport has been issued within the last 3 years.

Photocopy of valid passport + National ID Card (page containing holder's photo and personal information, important reminders, signature page and other passport information + **Photocopy of all visas** (valid and expired for the past three years.)

Foreign nationals residing in Kenya: a copy of valid Kenya Residence Permit. Please note that the validity **must** exceed the planned stay in the Member States with at **least three months.**

One (1) original signed Employer's letter from the Ministry/Organization you are currently based (stating purpose, duration of stay, accommodation arrangements, financial guarantee and travel health insurance).

A signed invitation letter dated with contact details sent directly to the Visa Section as an email attachment to: nairobi.visa@eda.admin.ch by the **Business partner / official contact / event organizers in Switzerland** or Liechtenstein containing the personal data of the applicant, complete details of the travel arranged by the host organizers (confirming purpose, duration of stay, travel and accommodation arrangement in the member state as well as financial guarantee). *The Embassy may require an official "declaration of guarantee" if considered necessary after checking the documents.* * If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fees.

One (1) original Note verbal from the Ministry of Foreign affairs or respective Embassy

If travelling with spouse and/or children: One (1) photocopy of marriage certificate & birth of the children.

Computer printout of air travel itinerary (Do not yet buy an airline ticket.
The Embassy cannot be held responsible for any financial losses in case you have to return it).

For foreign nationals who have valid residence status in Kenya and need a visa for Switzerland / Liechtenstein / Schengen States, submit also a copy of the Identity Card for Staff in Foreign Missions issued by Ministry of Foreign Affairs and a valid Re-Entry permit.

VISA PROCESSING AND ISSUANCE: at least 15 calendar days to 4 weeks

*The requirements above are applicable to **Kenyan citizens and foreign nationals who have valid residence status in Kenya and require a visa to enter the SCHENGEN territory.***

***If you are in possession of a valid residence card / permit for any SCHENGEN State**, then you do **not** need a visa to enter Switzerland / Liechtenstein / Schengen States.

***Holders of a valid United Nations (UN) laissez-passer**, do not need a visa for official mission/private travel to Switzerland / Liechtenstein only **provided your flight lands you directly in Switzerland without transit via another Schengen state.** If you are transiting or travelling to other countries, contact the foreign representation competent to issue visas for that country/-ies to check if you also need a visa with them.

***For other nationalities**, kindly refer to the following link if there is a need for a visa for Switzerland / Liechtenstein / Schengen states: (ID and Visa Provisions for Entry to Switzerland).
https://www.sem.admin.ch/sem/en/home/themen/einreise/merkblatt_einreise.html


IMPORTANT INFORMATION

In particular cases, the Embassy explicitly reserves the right

- to request for more information or additional documents (eg. Hotel booking etc.)
- reject an application; individual assessments are made in every case. No right of issuance exists. The Embassy will not assume any responsibility should the visa application be rejected
- reject an application based on incorrect/false declarations or on forged or missing documents
- Foreign nationals residing in Kenya: a copy of valid Kenya Residence Permit. Please note that the validity **must** exceed the planned stay in the Member States with **at least three months.**

In addition to the above mentioned requirements, the application will be assessed on the criteria for which the relevant documents have been submitted:

- the purpose of the journey
- accommodation, or proof of sufficient means to cover accommodation
- assessment of sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence

 If the applicant is not a resident of Kenya, a justification for lodging the application here must be provided.

 **Kenyan Passport holders now require a Schengen Consultation process of 10 working days.**

 Please note that **during your stay in Switzerland you are not allowed to take up any kind of employment or studies.**

 In case of application finally being rejected or withdrawn the fee is not reimbursed.

- ✎ For inquiry of application status email your **visa file number** to: nairobi.visa@eda.admin.ch
- ✎ If your application lacks any of the above documents, it is considered inadmissible. Your documents including, application fee will be returned to you without further notice. (Visa Codex art.19:3).

How to make an appointment:

You can apply for your visa and book an appointment ONLINE for each applicant 6 months to 5 weeks prior to the intended travel date. The applicant **must be ready** to submit their complete C visa application before seeking an appointment at the following website address: www.swiss-visa.ch

Contact information of the Visa Section (Embassy of Switzerland in Nairobi)

Address

Rosslyn Green Drive,
off Red Hill Road
P.O. Box 2600
Nairobi 00621
KENYA

Visiting Hours

Monday to Thursday 08:00 AM until 11:00 AM

Visa enquiries Telephone

Monday to Thursday between: 13.30–15.00hrs.
(+254) 708 168 982

Visa enquiries E-mail

nairobi.visa@eda.admin.ch

Visa appointment Email

nairobi.visaappointment@eda.admin.ch

Website

www.eda.admin.ch/nairobi



POLITE NOTICE

On the 5th April 2010 a new Visa regulation came into force for all Schengen Member States. If you want to apply for a Schengen visa, please consider the following:

1. All visa applications have to be submitted at least 15 calendar days before the date of the intended departure.
2. An application submitted less than 15 calendar days before the intended departure may be accepted, but the applicant should bear in mind that the final decision might be taken after the intended date of departure.
3. Visa applications cannot be submitted earlier than three months before the start of the intended visit.
4. It is the applicant's responsibility to take the necessary precautions to respect the deadlines where an appointment system is in place.
5. Normal processing time for visa applications can take up to 15 calendar days.
6. When further scrutiny is needed, the deadline may be extended up to a maximum of 30 calendar days. Exceptionally, where additional documentation is required, the deadline may be extended up to a maximum of 60 calendar days after the application has been considered admissible.