



Checklist for the Issuance of a SCHENGEN Visa for STUDY / RESEARCH

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 visa.**
- ❖ Visas can only be issued to applicants with **residence in Kenya**
- ❖ Please note that for any course of stay exceeding 90 days, it is compulsory to apply for a residence permit or national visa. The normal processing period is 8-12 weeks at the minimum.
- ❖ **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.

Three (3) visa D application forms, which must be complete and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from the following link: <http://www.eda.admin.ch/nairobi>

Three (3) 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.

Two (2) photocopies of valid passport + National ID Card (page containing holder's photo and personal information, important reminders, signature page and other passport information.)

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

Two (2) photocopies of all visas (valid and expired)

Two (2) photocopies of a signed Acceptance letter dated with contact details from the school/University in Switzerland or Liechtenstein containing the personal data of the applicant, indicating duration and type of course / research work to be done, financial guarantee and that the applicant has sufficient knowledge of the language necessary to follow the programme to be sent directly to the visa section by email as an attachment to: nairobi.visa@eda.admin.ch

Two (2) photocopies of a signed confirmation letter of pre-payment of tuition fees receipt sent as an email attachment directly to the Embassy.

Two (2) photocopies of a detailed time table of the subjects to be studied

Two (2) photocopies of previous diplomas and all school certificates attained i.e. primary, Secondary, College, University.

Two (2) original of Curriculum vitae

Two (2) original motivation letter to explain: why you would like to pursue your studies in Switzerland, which diploma you intend to pursue, the duration of study, your address while in Switzerland, your intention once the diploma has been obtained and confirmation that you will leave Switzerland at the end of your studies.

Two (2) original If student: A signed letter of educational institution containing your personal data, name of institution, contact details, course enrolment and the number of years at the institution.

Two (2) photocopies Proof of financial resources of the applicant: Recent pay slips + a recent certified bank statement for the last 3 months (If study/research is sponsored, include a signed letter of the financial guarantor + passport copy showing the signature of sponsor).

Two (2) original If employee: A signed letter dated with contact details of employer and personal data of the applicant, leave of absence from the local company or organization showing position, salary, date of hiring, type of employment (permanent or temporary), date of return to work, purpose of visit as well as financial guarantee. *If finances are met by the local company, a recent certified bank statement for the last 3 months.*

For foreign nationals who have valid residence status in Kenya and need a visa for Switzerland / Liechtenstein / Schengen States, must submit also a copy of the valid Re-Entry permit.

VISA PROCESSING AND ISSUANCE: Visa applications will be transmitted for decision to the competent Swiss immigration authority where the applicant intends to study. The Embassy is only allowed to issue an entry visa upon receipt of a positive decision or authorization. **Please note that the normal processing period is 8-12 weeks at the minimum.**

VISA PROCESSING FEE

Visas for Students with the purpose of Study in Switzerland is free of charge. To be noted that the final decision if the visa fee is waived is taken by the Embassy of Switzerland.

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.


IMPORTANT INFORMATION

In particular cases, the Embassy explicitly reserves the right


- to request for more information or additional documents eg. Birth certificate, marriage certificate 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 applications 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

 Depending on the school / university chosen by the applicant, it is possible that the Embassy may have to evaluate his / her language knowledge with an oral test.

 In any case, it is **NOT allowed to begin working** without the necessary work or entry visa.

 Inquiry of application status email us with your **visa file number** to the email address below

How to make an appointment:

You can apply for your visa and book an appointment ONLINE for each applicant 6 months prior to the intended travel date. The applicant **must be ready** to submit their complete D 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: 13.30–15.00 hrs.
(+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