



Checklist for the Issuance of a SCHENGEN Visa for MINORS

PLEASE READ CAREFULLY !

- ❖ As from 6th June 2013 **biometric** Schengen visas are being issued. Therefore, all visa applicants have to **personally** come to the Embassy to submit the visa application. Please also see the document 'Introduction of Biometric Visa' on our homepage.
- ❖ Visa applicants have to make an **appointment 4 weeks** before the intended travel date to lodge their application. **Please see information below on how to make an appointment.**
- ❖ Visas can only be issued to applicants with **residence in Kenya**
- ❖ **Please make sure that you have all the necessary documents 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) visa application form**, 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 our website: <http://www.eda.admin.ch/nairobi> or <http://www.bfm.admin.ch/bfm/en/home/themen/einreise/visumantragsformular.html>
- 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** (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 **must** exceed the planned stay in the Member States with at **least three months**.
- Photocopy of all visas** (valid and expired)
- Original + Photocopy of Birth Certificate** of the minor
- A signed invitation letter** sent directly to the Visa Section as an email attachment to: nai.visa@eda.admin.ch **by the host / sports / 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.*
- Proof of financial resources of the parents:** Recent pay slip + a recent certified bank statement for the last 3 months.
- If studying:** A signed letter of school containing the student and parent's names, date enrolled, grade, leave of absence from the school, number of years at school, school holidays, contact details and name of school Representative.
- If the minor travels with a group:** a complete list of names of all group members travelling together with the name of the person in charge of the group.
- If either one of the parent is absent or deceased:** application must be supported by the birth certificate or death certificate.

If travelling with one parent or without parents: A legalised written consent signed letter from both Parents if the minor travels alone or from the parent that is not accompanying the child when travelling, photocopy of passport + National ID Card.

If minor has a legal guardian: If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order must be submitted proving legal guardianship + photocopy of passport + National ID Card.

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

International travel insurance (May be purchased locally or in Switzerland; must have written proof of coverage of at least **EUR 30'000.-- / USD 50'000.-- / CHF 50'000.--** to cover expenses for personal **accident**, urgent **medical treatment**, urgent admission in a **hospital or urgent repatriation** on medical grounds; with coverage including ALL Schengen member states). The insurance has to cover the entire stay in the Schengen area including entry and exit day.

If purchased locally, only travel insurance policies purchased from the following companies are accepted:

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|-------------------------|---------------------------------|
| ➤ APA INSURANCE | ➤ KENINDIA |
| ➤ AAR INSURANCE | ➤ MAYFAIR INSURANCE |
| ➤ BRITISH AMERICAN | ➤ SAHAM ASSURANCE |
| ➤ CHARTIS (K) INSURANCE | ➤ NOW HEALTH INT'L |
| ➤ CIC TRAVEL INSURANCE | ➤ PACIS INSURANCE |
| ➤ EXECUTIVE HEALTHCARE | ➤ PHOENIX EAST AFRICA INSURANCE |
| ➤ FIRST ASSURANCE | ➤ TAKAFUL INSURANCE |
| ➤ GA INSURANCE | ➤ THE JUBILEE INSURANCE |
| ➤ HERITAGE INSURANCE | ➤ UAP INSURANCE |
| ➤ J W SEAGON | ➤ RESOLUTION INSURANCE |
| ➤ XPLICO | |

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: at least 15 calendar days to 4 weeks

VISA PROCESSING FEE for adults: EURO 60.--

VISA PROCESSING FEE for children from 6 to 12 years old: EURO 35.--

Visa fee is paid cash in Kenyan Shilling according to the exchange rate of the day.

(Please prepare the **exact** amount in Kenyan Shillings in order to avoid delay).

There is no Visa fee for children below the age of 6 years old.

*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.

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.

IMPORTANT INFORMATION

In particular cases, the Embassy explicitly reserves the right

- to request more information or additional documents (eg. birth certificate, marriage certificate, children's birth certificate etc.)
- to verify the contents and truth of the documentation presented
- send the application to the Swiss Federal authority for decision
- reject an application; each one will be checked individually. 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

- ✎ Please note that **during your stay in Switzerland you are not allowed to take up any kind of studies.**
- ✎ In case of application finally being rejected or withdrawn the fee is not reimbursed.
- ✎ Inquiry of application status email us with your **visa file number** to the email address below.
- ✎ For Visa correspondence and enquires only send an email nai.visa@eda.admin.ch
- ✎ Telephone Visa Section for enquiries only from Monday to Thursday between: 13.30–15.00 hrs.

How to make an appointment:

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

You can also send an email to nai.visaappointment@eda.admin.ch the full names as written in the passport, date of birth, passport and Identity card number, **intended travel date** and mobile number/email address. (Answer will be sent by email)

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

Address	89 General Mathenge Drive Spring Valley, Westlands P.O. Box 2600 Nairobi 00621 KENYA
Visiting Hours	Monday to Thursday 08:00 AM until 11:00 AM
Visa enquiries Telephone	(+254) 708 168 982
Visa correspondence / enquiries E-mail	nai.visa@eda.admin.ch
Visa Section Fax	(+41 31) 322 1874
Website	www.eda.admin.ch/nairobi

As of August 2015 / Replaces all previous information

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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.