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:

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

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 enquiries 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 See next page
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.