



## Checklist for the Issuance of a SCHENGEN Visa for BUSINESS, OFFICIAL Travel, TRAINING, WORKSHOP, SEMINAR

### 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](http://www.swiss-visa.ch). Customers who apply online and make an appointment will be served first. Please print your E-Payment receipt when submitting your Online Visa application form.**

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**.

**Proof of financial resources of the applicant:** Recent pay slips + a recent certified bank statement for the last 3 months.

**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).

**A signed invitation letter** sent as an email attachment directly to the visa section to: [nairobi.visa@eda.admin.ch](mailto: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 of paid registration fees.

**If retired:** Please submit documents proving your pension or other financial support. Any other documents relating to your personal establishment in Kenya like title deeds or lease agreements.

**If self-employed:** A signed letter of company together with proof of business (Pin Certificate, Registration Certificate/Business Licence and a recent certified bank statement for the last three months).

**If employee:** A signed employer's letter with 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 and financial guarantee. *If finances are met by the local company, a recent certified bank statement for the last three months.*

**If civil servant:** A 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) + **original Note verbal** from the Ministry of Foreign Affairs.

**If still 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.

**International travel insurance** (May be purchased locally or in Switzerland; must have written proof of coverage of at least **EUR 30'000.--** 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.

*List of accepted Schengen approved Insurance companies for locally purchased travel insurance policies are available on our website:*

<https://www.eda.admin.ch/countries/kenia/en/home/visa/entry-ch/up-90-days/documents-schengen.html>

**VISA PROCESSING FEE for adults: EURO 80.—**

**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).

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

**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.

*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.

**\*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/merkbblatt\\_einreise.html](https://www.sem.admin.ch/sem/en/home/themen/einreise/merkbblatt_einreise.html)

**\*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.


### **IMPORTANT INFORMATION**

In particular cases, the Embassy explicitly reserves the right

- to request for additional documents in addition to the above guidelines (eg. Hotel booking etc.)
- to verify the contents and truth of the documentation presented
- send the application to the Swiss Federal authority for decision
- 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](mailto: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](http://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**  
**Visa enquiries Telephone**  
Monday to Thursday, 08:00 AM - 11:00 AM  
Monday to Thursday, 13.30 PM - 15.00 PM.  
(+254) 708 168 982

**Visa enquiries Email**  
**Website**  
[nairobi.visa@eda.admin.ch](mailto:nairobi.visa@eda.admin.ch)  
[www.eda.admin.ch/nairobi](http://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 six 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.