General requirements for obtaining a visa

- Application for Schengen Visa - Application form (completed and signed)(*)
- Original passport(*) valid for travel to the Members States to visit. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years.
- Complete photocopies of original passport, except blank pages.
- If the applicant is not a resident of Kenya, a justification for lodging the application here must be provided.
- Previous passport in original if a new passport has been issued within the last three years.
- Photocopy of the national ID card (both sides).
- One color photo(*) not more than six months old, passport size (45 mm x 35 mm), full face and taken against a light background.
- Individual medical travel insurance which covers all costs that could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation. The insurance should cover costs of at least EUR 30,000 and be valid for the duration of the stay in all the Schengen countries.
- Preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage).
- Payment or proof of payment of the visa fee(*)( where applicable)

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;

Additional requirements for applicants travelling for touristic purpose

☐ Detailed travel itinerary

☐ If you are employed please submit a signed letter from your current employer containing the following information:

- your personal data, your function/profession;
- terms of employment (temporary or permanent);
Starting date of employment;
Monthly net salary;
Number of years with employer/organization;
Granted leave days;
Date and contact details of the employer.

- If you are self-employed, please submit copy of Kenya PIN Certificate and if available bank statement for business account (last three months).

- If you are retired please submit documents proving your pension or other financial support.

- Any other documents relating to your personal ties in Kenya like marriage certificate, title deeds or lease agreements.

**Important Notice:**

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case.