



Checklist for visa application | Business, conference, official visits

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents are to be presented in (or translated to) Dutch, English, French or Spanish.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- ☐ Yes
- ☐ No
- ☐ Remarks

2. Travel Documents

2.1 A passport or other travel document.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

Additional requirements for minors (under 18 years)

2.2 Original and copy of birth certificate.

- ☐ Yes
- ☐ No
- ☐ Remarks

2.3 Copy of both parents' ID-cards and passports, if applicable (all pages containing any type of information).

- ☐ Yes
- ☐ No
- ☐ Remarks



- 2.4 Legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling.
- ☐ Yes
☐ No
☐ Remarks
- 2.5 If either one of the parent is absent or deceased this must be supported by the information on the birth certificate or a death certificate when applicable.
- ☐ Yes
☐ No
☐ Remarks
- 2.6 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 the legal guardianship.
- ☐ Yes
☐ No
☐ Remarks
- 2.7 A letter from school containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.
- ☐ Yes
☐ No
☐ Remarks
- 2.8 If the minor travels with a group: a complete list of names of all group members travelling and name of person in charge of the group.
- ☐ Yes
☐ No
☐ Remarks

3. Evidence of legal residence

- 3.2 Additional requirements for non-Kenyan applicants residing in Kenya:
Copy of the applicant's Kenya residence permit. The validity of the permit must exceed the planned stay in the Member States with at least three months.
- ☐ Yes
☐ No
☐ Remarks

4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.
See: [photo guidelines](#).
- ☐ Yes
☐ No
☐ Remarks



5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Preliminary ticket booking or travel itinerary (it is not necessary to buy a flight ticket at this stage).

- ☐ Yes
- ☐ No
- ☐ Remarks

5.2 Signed letter of invitation. The invitation must contain the following information:

- the applicant's personal data
- the reason for the visit to the Member State of destination
- period of intended stay in the Member State
- who will be responsible for supporting the applicant financially during the stay in the Member States
- date and contact details

- ☐ Yes
- ☐ No
- ☐ Remarks

5.3 Signed letter from current employer or organization containing the following information:

- the applicant's personal data
- the applicant's function/profession
- terms of employment (temporary or permanent)
- number of years with employer/organization
- purpose of the visit
- who will be responsible for supporting the applicant financially during the time you are in the Member States

- ☐ Yes
- ☐ No
- ☐ Remarks

5.4 Salary: pay slips and bank account statements from the last three months.

- ☐ Yes
- ☐ No
- ☐ Remarks



5.5 Self-employed persons: copy of Kenya PIN Certificate and, if available, bank statement for business account (last three months).

- ☐ Yes
- ☐ No
- ☐ Remarks

5.6 If the applicant is to attend a conference which requires prior registration, proof of registration and receipt for registration fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- ☐ Yes
- ☐ No
- ☐ Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- ☐ Yes
- ☐ No
- ☐ Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- ☐ Yes
- ☐ No
- ☐ Remarks



8. Payment

8.1 Payment of the visa fee.

- ☐ Yes
- ☐ No
- ☐ Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Kenya according to the Commission Implementing Decision of 3-9-2014 by the European Commission, in conformity with the list of supporting documents.