



## Checklist for the Issuance of a SCHENGEN Visa for PRIVATE VISIT

### 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 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).

☐ **If self-employed:** A signed letter of company together with proof of business (Pin Certificate, Registration Certificate/Business Licence and a recent 3 months certified bank statement.

☐ **Detailed signed invitation letter**, dated with detailed address from the **host** in **Switzerland** indicating: invitation confirmation with personal data of the applicants (names, birth date, exact address, family relation or friendship), duration of stay, accommodation and financial guarantee. The invitation must be **sent** as an email attachment directly to [nairobi.visa@eda.admin.ch](mailto:nairobi.visa@eda.admin.ch) together with a clear copy of host's valid passport / ID card / residence permit in Switzerland. If the host is working for an International Organisation or Diplomatic Mission in Geneva or Bern a clear copy of host's valid **"carte de légitimation"** and **confirmation of employment** signed by the International Organisation or Diplomatic Mission must be provided.

☐ **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 employee:** A signed letter dated with contact details of employer and 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 as well as financial guarantee. *If finances are met by the local company, a recent certified bank statement for the last 3 months.*

☐ **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 60.- and for Children 6-12 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).

**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.

**\*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.

**\*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)

**\*\*)** In many cases, a **"Declaration of Sponsorship"** form is necessary after checking the documents. This form has to be sent to the host in Switzerland who has then to process it with the city council in his/her area of residence and the cantonal migrations office. **Processing usually takes 3-8 weeks.**


**Please note that a positive "Declaration of Sponsorship" does not guarantee the issuance of a visa.** For more information about the **Declaration of Sponsorship**, you may download the information Leaflet available from the following link: [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)

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; 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 now apply for your visa and book an appointment for each applicant seeking a visa ONLINE 5 weeks before intended travel date. The applicant **must be ready** to submit the 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** Monday to Thursday, 08:00 AM - 11:00 AM

**Visa enquiries Telephone** Monday to Thursday, 13.30 PM - 15.00 PM.  
(+254) 708 168 982

**Visa enquiries E-mail** [nairobi.visa@eda.admin.ch](mailto:nairobi.visa@eda.admin.ch)

**Visa appointment Email** [nairobi.visaappointment@eda.admin.ch](mailto:nairobi.visaappointment@eda.admin.ch)

**Website** [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 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.