



EMBASSY OF SWEDEN

Nairobi

2023-12-04

### Business and Conference – Kenya

	Check
Application for Schengen Visa –application form completed and signed.	
Passport: <ul style="list-style-type: none"><li>• Original passport valid for travel to Sweden. 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.</li><li>• Complete photocopies of original passport, except blank pages.</li><li>• Previous passport in original if a new passport has been issued within the last year.</li></ul>	
Proof of visa fee payment (bank deposit slip) or proof of fee exemption (if applicable).	
Individual medical travel insurance valid in all Schengen countries for the duration of the stay, covering the costs of at least EUR 30,000 which could arise as a result of emergency medical assistance, emergency hospitalization or medical repatriation.	
1 color photo not more than 6 months old, passport size (45 mm x 35 mm), full face and taken against a light background.	
Applicants who submitted fingerprints in a previous application and <u>were granted a Schengen visa within the last 59 months are exempted</u> from resubmitting a new fingerprint.	
Copy of flight ticket or flight reservation including return flight.	
For non-Kenyan citizens: Kenyan proof of residence or proof of legal stay in any other country within the Embassy's coverage area, valid for at least 3 months from the date of intended departure from the territory of the Member States.	
Proof of sufficient means of subsistence for the intended journey: <ul style="list-style-type: none"><li>- Certified bank statement (covering the last three months) including bank account movements and final balance. This does not apply to pupils.</li><li>- Employees: employment contract or certificate of employment and pay slips of the last three months</li><li>- Company owners: copy of company registration in the Companies Registration Office, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year</li><li>- Students: purpose of study, proof of financial solvency of parents or proof of sufficient funds for entire stay</li><li>- Retired persons: pension payment for the last three months</li></ul>	
Proof of accommodation or proof of sufficient financial means to cover accommodation expenses.	
Written invitation from the inviting party containing the following information: <ul style="list-style-type: none"><li>- the name and address of the inviting party</li><li>- the name and position of the person signing the invitation</li><li>- the registration number of the inviting party</li><li>- detailed information on the purpose of the visit</li><li>- personal data of the invitee</li><li>- the reason for visit to the Member State of destination and expected duration of stay</li><li>- date and contact details</li></ul>	

	Written proof that the inviting party will cover all expenses or that the sending company will cover all expenses, or written proof that a third party will be responsible for financial support.	
	If an employed person, a signed letter from the current employer containing the following information: - the applicant's personal data - the applicant's function/profession - terms of employment (temporary or permanent, begin and end dates of the contract) - number of years with employer/organization - purpose of the visit - who will be responsible for financial support during the time the applicant is in the Schengen area	
	If a self-employed person, submit copy of Kenya PIN Certificate.	
	If attending a conference which requires prior registration, proof of registration and receipt for registration fee.	
	<b>Please note that the Embassy will consider your socioeconomic situation in your home country or in your country of residence if not the same. It is your responsibility to submit any other documents related to personal ties in Kenya, such as marriage certificate, title deeds or lease agreements.</b>	

Please note:

- Applications can be submitted up to 6 months before the intended travel and **not less** than 15 calendar days before the intended travel. Please note that the days are counted from when the Embassy has received the application and **not** when the application was submitted at VFS Global. The transportation time between the application centers and Nairobi is published on the website of VFS Global.
- The handling time may take up to 15 days (counted from when the Embassy has received a complete application) but may take up to 45 days, if verification of documents or an interview needs to be conducted or such.
- All submitted documents must be in English or in Swedish.
- An interview may be required at the Embassy or by phone.
- Further information or documentary evidence in support of your application may be required.
- All documents are mandatory. If documents are not submitted at the time of application, they may be sent within **2 working days** to the following email address: [ambassaden.nairobi-visum@gov.se](mailto:ambassaden.nairobi-visum@gov.se). If mandatory documents, as stated in the checklists, are not received within the stipulated time, the Embassy will make a decision based on existing documentation.

I (name of applicant), \_\_\_\_\_, confirm that I have read the information above. I also confirm that the information/documents provided by me are authentic and that the Embassy can make a decision based on the information provided in my application.

Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Checked by (VFS Staff initials) \_\_\_\_\_

Date: \_\_\_\_\_