

## The Royal Danish Embassy, Nairobi

Dear applicant

Your application and documentation will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 days.

*Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a light background, no older than 6 month and size 45x35mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).*

**Please note that your application is complete / incomplete (please encircle).**

The document(s) highlighted below are missing. The Danish Mission therefore kindly requests you to hand in the below documentation:

Document checklist for **CULTURAL / SPORTS VISA** below:

Missing document(s)	Type of document
	1. <b>Copy of the applicant's passport identity pages</b> (incl. extension date if applicable), and any other visa, residence permits, entry- and exit stamps or an old passport if relevant.
	2. <b>Travel medical insurance</b> with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Please check on <a href="http://www.kenya.um.dk">www.kenya.um.dk</a> for an updated list of approved insurance companies. Original receipt for payment of insurance.
	3. <b>Invitation letter</b> OR the on-line invitation letter VU3, mentioning clearly: the applicant's personal data, the name and date(s) of the event, who will bear your travel and living costs, date and contact details of the host.
	4. <b>Proof of attendance</b> <ul style="list-style-type: none"><li>- Proof of registration and receipt for registration fee, if attending an event, which requires prior registration.</li><li>- Confirmation of participation in the sports event from the relevant Sports Federation.</li></ul>
	5. <b>Copy of national ID-card (both sides).</b>
	6. <b>Non-Kenyans are required to submit a copy of a valid Kenyan residence permit or other proof of legal stay in Kenya.</b>
	7. <b>Proof of solvency:</b> <ul style="list-style-type: none"><li>- Personal and certified bank statements from the last 3 months.</li><li>- Payslips for the last three months.</li></ul>
	8. <b>Proof of employment</b> <ul style="list-style-type: none"><li>- Dispatch letter from the employer: signed by the employer and containing the applicants function/profession, terms of employment, number of years, monthly net salary, granted leave days and date and contact details of the employer.</li><li>- Contract of employment</li><li>- Retired persons: documents proving the pension or other financial support.</li><li>- If self-employed, copy of Kenyan PIN Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.</li></ul>
	9. <b>Original and copy of marriage certificate, original and copy of birth certificates of self, spouse and children, if applicable.</b>
	10. <b>If you are part of a group or representing an organisation:</b> a dated and signed letter from the group leader or organisation stating the applicant's personal data, information on specific function held within the group/organisation, purpose of the visit, the name of the responsible person or organisation if he/she/they will cover the costs during the stay.
	11. <b>Any other documents relating to the applicants personal ties to the home country, such as title deeds or lease agreements etc.</b>

The Danish Mission requests you to hand in the required documentation within 3-5 working days from today. If the Danish Mission has not received the documentation by this deadline, the Danish Mission will make a decision in the case based on the present information.

Please choose one of the following options:

- ☐ I will be coming back within 3-5 working days with the missing document(s).
- ☐ I choose to hand in an incomplete application, which may lead to a refusal.

Kind regards, The Royal Danish Embassy, Nairobi.

You can hand in the missing documentation in person to VFS or by courier directly to the Embassy (att. Consular department). Please note, if you chose to send the missing documentation by e-mail to: [nboambconsular@um.dk](mailto:nboambconsular@um.dk) it will be via an unencrypted connection. Please remember to state your name, passport number and case ID.

**The Danish mission or VFS will contact you in case further documentation is needed or as soon as we have reached a decision in your case. An interview may be required at the Embassy or by phone.**

Applicant's name

Applicant's signature

Date and Place

Reference number

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