

ROYAL DANISH EMBASSY

Schengen visa guidelines (Denmark)

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Opening hours:

The Visa section is open Mondays, Wednesdays and Thursdays from 9 AM till 11 AM.

Biometrics:

Since 6 June 2013 Denmark issues biometric visas. Thus all applicants – who have not applied since then – must appear in person at the Embassy for the collection of biometric data.

Processing time:

The Danish Embassy strongly recommends that you turn in your application at least 30 days prior to - but not more than three months before - the intended date of departure. The applicant is advised not to purchase airline tickets before receiving confirmation from the Embassy that visa has been granted.

Which Schengen Embassy:

Visa application should be handed in to the Embassy of the Schengen state where the main purpose of your stay is and where you are going to stay the longest. In case of several stays of equal importance and length, the application should be lodged at the Embassy of the Schengen State in which you enter first.

The Danish Embassy handles applications for visa to Denmark, including Greenland, the Faeroe Islands and Iceland.

Visa application forms:

Visa application forms are free of charge and can be collected from the Royal Danish Embassy or downloaded from www.kenya.um.dk (form J: Application for Schengen) - 1 application for each applicant. Visa applications must be filled in completely in block letters and before you arrive to the Embassy. The applicants cannot expect the Embassy staff/guards to assist in filling in the visa application.

It is also possible to file a visa application on line – please consult the Embassy's homepage www.kenya.um.dk . Please note that the applicant still has to appear in person at the Embassy with an on line receipt for the biometrics.

Handling of visa applications:

Visa applications will be carefully scrutinised by our Visa Section staff and comprehensive checks will be carried out to check the authenticity of the documents.

Transit visas:

Applicants should check regarding the need for transit visa with the relevant Embassies/High Commissions if the travelling route involves a transit in a country not participating in the Schengen co-operation. It is the applicant's responsibility to make sure that all necessary visas are obtained before the travel.

General requirements of documentation (adopted by all Schengen embassies in Nairobi)

Kindly note that all documents should be submitted in original as well as one clear photocopy

- Visa application, duly completed and signed by the applicant (**one original only**)
- One recent **id photo**
- Passport or recognised travel document with at least 2 (two) blank pages, valid for minimum 3 months after expiry of visa
- Previous passport, if any
- Copies of data page, expiry date if extended, any amendments, and all previous issued visa of presented passports
- Kenyan I.D. card, Kenyan resident permit or re-entry stamp in passport for non-Kenyans, valid minimum 3 months after expiry of the visa
- Birth and/or marriage certificate may be required
- Invitation/Proof of purpose of travel, ref **VU1, VU2** and **VU3** below.
- Evidence of accommodation in host country. (E.g. invitation from friends or family, hotel reservations, copy of lease agreement/title deed).
- Proof of sufficient funds or evidence of maintenance in host country.
- Letter from employer/school authorizing leave of absence
- If unaccompanied minor: signed parental consent and a copy of parent/guardians passport
- Schengen Visa application fee from 1st January 2014, KES 7,000 to be paid **in cash only**, 6-11 years KES 4,100, free below 6 years. **Credit cards not accepted.** Exception: Online visa applications can be paid by credit card in Euros.
- **The fee is non refundable, payable when submitting the application.**
- **All documents must be submitted at the time of the application. Incomplete applications will not be accepted**

Travel Medical Insurance:

A Schengen travel medical insurance minimum coverage EUR 30,000 must be presented with all visa applications.

Please consult the list of insurance companies accepted by the Schengen countries.

Necessary supporting documents to be presented when applying for a Schengen visa:***Business visit***

- An invitation from the inviting company stating the specific purpose of the visit (VU1 – can be downloaded from www.kenya.um.dk).
- Certificate of Registration of the applicant's company.
- Documentation from the employer indicating what kind of profession the applicant has in the company, for how long he/she has been employed and whether it is possible for the applicant to return to his/her job. Furthermore the employer must indicate the reason and duration of the journey as well as the name, address and telephone number of the inviting company. Finally the employer must give evidence of sufficient financial means to cover all expenses during the stay.
- If the applicant is self-employed bank statements of the last three months must also be produced.

Family/private visits

- Invitation giving details of the inviting person and the applicant (VU2 – can be downloaded from www.kenya.um.dk).
- Copy of inviter's passport's data page and Kenyan visa, if applicable.
- Copy of inviter's residence permit in Denmark, if applicable.
- Documentation to prove kinship between applicant and inviter, if applicable

Study tour of less than 90 days

- Invitation with indication of the purpose of the visit and whether participation in the course is relevant for the studies of the applicant (VU3 – can be downloaded from www.kenya.um.dk).
- Original school reports.
- Documentation that the applicant has been accepted by a Danish educational institution.
- Documentation that the applicant has the required language skills for participation in the course.
- Documentation that the participation fee, if any, has been paid and of who will be responsible for travel expenses and financial means during the stay.

Cultural events / conferences / sports events

- An invitation from the person/institution who/which is responsible for the arrangement stating how the contact with the applicant has been established. (VU3 – can be downloaded from www.kenya.um.dk).
- Documentation that a conference / participation fee has been paid.
- Documentation concerning the event, e.g. whether the event has been arranged or supported by Danish authorities, educational institutions, research institutions or organisations or – for sports events – by Danish or international sports organizations.
- Documentation of the applicant's educational background, special interests that could justify the participation in the specific event, etc.
- Letter from employer/school authorizing leave of absence.
- Documentation of financial means during the stay and of who will cover the travel expenses.

For sports events, furthermore:

- Documentation that the applicant is a professional sportsman or documentation of skills.
- Documentation that the applicant is a member of a sports club.
- Documentation that the applicant represents or is well known by the national/local sports union.

Visit to and /or from religious societies

- Invitation from the reference with indication of the purpose of the visit. (VU3 – can be downloaded from www.kenya.um.dk).
- Documentation that the applicant is going to preach or participate in religious ceremonies or whether he/she has to perform duties of administrative character.
- Documentation of the occupation of the applicant.
- Documentation of financial means during the stay and of who will cover the travel expenses