EMBASSY OF HUNGARY – NAIROBI

SCHENGEN VISA APPLICATION CHECKLIST

Applicant's Name and Surname:
Date:
Email Address:
Purpose of Visit:

No	List of Documents – ALL IN ORIGINAL AND COPIES	Check
1	Application Form duly completed and signed by the applicant; *(**in case of a minor**, the document must be signed by a parent or legal guardian).*	
2	One recent colored passport photograph with a **white background**.	
3	Passport (valid for at least three months after the expiration of the visa applied for) and photocopies of passport bio-data.	
4	Non-Kenyan applicants residing in Kenya: Copy of the applicant's Kenyan residence permit. The permit validity must exceed the planned stay in the Schengen Area with at least three months.	
5	Proof of accommodation.	
6	Travel health insurance valid for all Schengen states, covering all risks, stating names, days covered, amount covered (minimum of EUR 30.000).	
7	Original and certified bank statements and pay slips from the applicant for last three months.	
8	Flight reservation.	
9	Signed, stamped and dated letter from current employer containing information about terms of employment and details of the intended travel (if employed). Or company registration form and KRA certificate (if self-employed).	
10	**In the case of Minors**: • Copy of legalized birth certificate (indicating both parent's names) accompanied by parents passport/ID copies (for all children under 18 irrespective if they are travelling with both parents	

	or not). • Both parents have to be present at the visa interview (if either of the parents is absent or deceased this must be proven by a death certificate or a court order for custody). • Written consent letter from both parents, certified by notary, if the child is travelling alone, or from the parent that is not accompanying the child when travelling. The letter should include the parent(s) telephone and e-mail contacts. • If the legal guardian is someone other than the biological parent as stated in the birth certificate, a custody order must be submitted proving legal guardianship; • A letter from school containing the child's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.	
11	**Additional Requirements for Tourists:** • Detailed travel Itinerary.	
12	All Family Reunification Visa Applicants are to submit one (1) extra copy of their passport (i.e. 2 photocopies in total) and one (1) extra copy of the Nulla Osta (i.e. 2 photocopies in total).	
13	**Additional Requirements for Visits (Family/Friends):** • Letter of invitation from the inviter/host. • Proof of relationship to the host • Copy of ID/passport (including signature) of the inviting person. If the inviting person is not a Hungarian citizen, please also submit a copy of their residence permit.	
14	**Additional Requirements for Business/Conference:** • Signed and stamped letter of invitation. • If you are attending a conference which requires prior registration, proof of registration and receipt for registration fee.	

Applicant's Signature: _____

VFS Submission Officer's Name: _____