Embassy of Italy
Nairobi

# CHECKLIST FOR **BUSINESS** SCHENGEN VISA

***APPLICANT MUST APPLY IN PERSON*** - No stapling of documents - Please do not provide any document in the form of a screenshot or photo. All documents must be presented in A4 format.
Original & 1 copy (originals and/or certified copies will be returned if a copy is provided.)

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| 1. | ☐ | Visa application, duly filled out in English and **signed** by the applicant. |
| 2. | ☐ | One biometric colour passport photo (not older than 6 months)<br>(35 mm x 45 mm), on white background, full face and front view, in colour. Scanned or photocopied photos will not be accepted. |
| 3. | ☐ | Passport – Original & One copy of biometric page and copies of previous Schengen, USA, UK visas.<br>Valid for a period of at least 3 months after the applicant's last day of stay in the Schengen area and not older than 10 years. **Please ensure that the passport is signed and has 2 blank pages to affix visa.**<br>**If Visas are in old passport**: copy of the first page of the old passport and copies of relevant visas. |
| 4. | ☐ | Kenyan ID (copy) – For non-Kenyans: Evidence of Legal Residence<br>Kenyan resident permit (e.g. E-Permit), student pass or re-entry stamp in passport.<br>☝ The validity of the permit must exceed the planned stay in the Member States by at least 3 months. |
| 5. | ☐ | Formal Invitation from the Company in Italy using the following format: Invitation Letter Format Business Visitors (*ORIGINAL*, no photocopies, emails, printed PDFs)<br>- Copy of an ID/Passport of the signatory bearing the signature. The letter of invitation must mention:<br>- Clear and detailed information about the purpose of the trip (general statement as i.e. "to start a business relation" will not be accepted).<br>- Exact duration of the business trip; entry tickets in case of trade fairs<br>- Information on who will cover the expenses<br>- Copy of the Company's Profile, issued by the C.C.I.A.A. - Italian Chamber of Commerce & Industry (*Visura Camerale*) of the Italian company issued in the last 6 months.<br>- The name of the person signing the invitation form must appear in the *Visura Camerale*<br>☝ The invitation letter must be stamped with the official corporate stamp and signed by a legal representative of the inviting Italian company. |
| 6. | ☐ | Documentation from local company<br>*ORIGINAL* NO OBJECTION LETTER FROM LOCAL EMPLOYER on company's letterhead addressed to the Embassy of Italy stating:<br>- Name and designation of the applicant.<br>- Start of employment date.<br>- Applicant's monthly salary and Pay slips for the past three months<br>- Purpose and exact duration of the business trip, name and address of the company to be visited.<br>- Information on who will cover the trip expenses (Kenyan or Italian Company).<br>- Assurances that the applicant will return to Kenya after expiry of the visa.<br>- Name, designation, mobile phone number and e-mail of the managerial signatory.<br>- Full physical and mailing address, telephone number and email address of the company<br>- The letter must bear the name and position of the signatory, his/her original signature and seal of the Company<br>- Copy of passport/ID of the signatory<br>- PIN number, Certificate of Incorporation, Trade License, CR 12<br>☝ The owner of a company would require a letter as well. Applicant cannot sign the letter themselves.<br>☝ No coloured scans or electronic signatures. |
| 7. | ☐ | Proof of Economic situation in Kenya<br>(*MANDATORY*) **Bank Statements**<br>Original certified bank statements of personal account (positive balance) covering the last 3 months, issued no longer than one month before date of submission, with the bank's stamp.<br>Bank Statement should be on bank's letterhead. Photocopies or online statements must bear the original bank stamp<br>☝ Overseas bank accounts and M-Pesa accounts are not accepted.<br>☝ If presenting copy of Credit Card, submit statement showing monthly credit limit |

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| 8. | ☐ | Individual Medical insurance Travel Insurance (**Policy Page only**)<br>Purchased by an insurance company in Kenya or in the Schengen area; cover the whole period of stay; contain the full name of applicant as per passport; valid for the whole Schengen Area, with a minimum coverage of € 30.000 for urgent hospitalization or repatriation expenses.<br>The stamp and signature of the insurance company are mandatory.<br>**Alternatively**, letter from existing Medical Insurance company (e.g. BUPA, Allianz, Cigna, etc.) or employer confirming coverage in the Schengen area meeting the prerequisite requirements. |
| 9. | ☐ | Travel Documentation<br>***Round Trip flight reservation -*** Preliminary flight booking indicating the applicant's full name as per passport, departure cities and destinations.<br>***Hotel booking*** (if accommodation is not provided by inviting company) - Proof of hotel accommodation (s) covering the whole duration of the trip, with hotel name, address, name and surname of all applicants.<br>***Other -*** Dates, cities, transports used to move across the Schengen Area; if travelling to a non-Schengen country during the same trip, transport ticket and valid visa is needed. |

## IMPORTANT NOTES:

**Citizens of Pakistan, Afghanistan, Iraq, Palestine, Yemen and Travel Documents Holders (with the three letters code XXA or XXB appearing in the ICAO) need to provide full names of mother and father from a birth certificate or Consular declaration + translation in English**

- The processing time for a Visa application is maximum 15 calendar days according to Visa Schengen Code. For same cases this period might extend up to 45 days.
- An interview may be required at the Embassy or by phone.
- Birth and/or marriage certificate may be required
- The Consular administration has full authority to evaluate and request additional documentation, if deemed necessary, in addition to what is submitted. Furthermore, the applicant is hereby informed that submitting all required documentation does NOT guarantee the issuance of any specific visa.
- The Embassy will only process the application once the required documents have been submitted in full.
- Please *verify the accuracy of the visa sticker* and communicate any discrepancies/corrections within 5 working days. (Passport number, your full name, visa's start date, validity time and entries)
- Note that the visa's validity is based on the travel plans specified in the application's documentation.

I, the applicant declare that I have been informed by VFS staff about any incomplete / incorrect documentation regarding my Visa application and that I received back all my original documents, which I had showcased as evidence to the VFS staff.

Date: _____

Full Name of Applicant: _____

Signature of Applicant: _____

Name of VFS Staff: