Embassy of Italy
Nairobi

CHECKLIST FOR **RELIGIOUS** 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.)

1.	☐	Visa application, duly filled out in English and **signed** by the applicant.
2.	☐	One biometric colour passport photo (not older than 6 months) (35 mm x 45 mm), on white background, full face and front view, in color. Scanned or photocopied photos will not be accepted.
3.	☐	Passport – Original & One copy of biometric page and copies of previous Schengen, USA, UK visas. 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.** **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 Kenyan resident permit (e.g. E-Permit), student pass or re-entry stamp in passport. ☝ The validity of the permit must exceed the planned stay in the Member States by at least 3 months.
5.	☐	Letter from the Congregation/Religious Institution in Kenya confirming the religious status, the completion of final vows and/or clearly explaining the purpose of the visit. Verbal Note (if applicable) of the Mission of the Holy See in Kenya (Nunziatura) or letter endorsed and stamped by the Apostolic Nunciature in Kenya explaining the purpose of the visit
6.	☐	Sponsorship letter from the hosting Congregation in Italy, attested by the Secretariat of State of the Vatican (if applicable), OR sponsorship letter of Religious Institution in Italy with details concerning the religious nature of the event, or of the activities indicating the purpose of the visit.
7.	☐	Proof of sufficient means of subsistence If the costs of the stay are to be borne by a religious Congregation, an appropriate statement from the organisation itself.
8.	☐	Proof of accommodation in Italy or letter by the host confirming that the accommodation will be provided
9.	☐	Individual Medical insurance Travel Insurance (**Policy Page only**) 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. The stamp and signature of the insurance company are mandatory. **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.
10.	☐	Travel Documentation ***Round Trip flight reservation*** **-** Preliminary flight booking indicating the applicant's full name as per passport, departure cities and destinations. ***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 particular 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: