

## **Additional requirements for applicants travelling for the purpose of medical treatment**

- A letter from the medical institution or doctor in the Member State of destination indicating the following:
  - The contact with the local doctor;
  - Nature of the treatment;
  - Estimated time for recovery;
  - The need for return visits;
  - The cost of treatment;
  - The mention that the patient is accepted;
  - The indication that the treatment can be performed;
  - The indication that the medical institution or doctor agrees with the intended method of payment.
  
- Recent bank statement covering the last three months.
  
- Proof of pre-payment of the treatment or other proof of sufficient financial means to cover the medical treatment [and related expenses].
  
- Employed persons: a dated and signed letter from the [current] employer containing the following information:
  - The employed person's personal data, function or profession;
  - terms of employment (temporary or permanent);
  - number of years of employment ;
  - granted leave days;
  
- Self-employed persons: copy of Kenya PIN Certificate,
- If available, bank statement for business account (for the last three months).
  
- If you are retired please submit documents proving your pension or other financial support.

## **Additional requirements for applicants travelling for touristic purpose**

- Detailed travel itinerary
- If you are employed please submit a signed letter from your current employer containing the following information:
  - your personal data, your function/profession;
  - terms of employment (temporary or permanent);
  - Starting date of employment;
  - Monthly net salary;
  - number of years with employer/organization;
  - granted leave days;
  - date and contact details of the employer.
- If you are self-employed, please submit copy of Kenya PIN Certificate and if available bank statement for business account (last three months).
- If you are retired please submit documents proving your pension or other financial support.
- Any other documents relating to your personal ties in Kenya like marriage certificate, title deeds or lease agreements.

## **Additional requirements for applicants travelling for purpose of sport events**

- Signed letter of invitation. The invitation must contain the following information:
  - your personal data
  - the name and date(s) of the event in the Member State
  - if the event organizers will cover any expenses
  - date and contact details
  
- If you are part of a group or representing an organization, a dated and signed letter from the group leader or organization is required, which needs to state the following:
  - your personal data;
  - if you have a specific function within the group/organization;
  - purpose of the visit;
  - the name of the responsible person or organization for the financial support during the period in the Schengen Area;
  
- Confirmation of your participation in the sports event from the relevant Kenyan sports federation

## **Additional requirements for applicants travelling for purpose of business and conference (including official visits)**

- Signed letter of invitation. The invitation must contain the following information:
  - your personal data
  - the reason for your visit to the Member State of destination
  - how long you intend to be in the Member State
  - who will be responsible for supporting you financially during the time you are in European Union
  - date and contact details
  
- Signed letter from your current employer or organization containing the following information:
  - your personal data
  - your function/profession
  - terms of employment (temporary or permanent)
  - number of years with employer/organization
  - purpose of the visit
  - who will be responsible for supporting you financially during the time you are in the Schengen Area
  - Salary: pay slips & bank account statements from the last three months
  
- If you are self-employed, please submit copy of Kenya PIN Certificate and if available bank statement for business account (last three months).
  
- If you are attending a conference which requires prior registration, proof of registration and receipt for registration fee.

### **Additional requirements for minors (under 18 years)**

- Copy of birth certificate (the original might be requested)
- Copy of both parents ID-cards and their contact details if applicable (all pages containing any type of information)
- Legalized written consent letter from both parents if the child is travelling alone, or from the parent that is not accompanying the child when travelling.
- If either one of the parent is absent or deceased this must be supported by the information on the birth certificate or a death certificate or a Court Order for the custody.
- If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order must be submitted proving the 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.
- If the child is travelling with a group please submit a complete list of names of all group members travelling and name of person in charge of the group

## **Additional requirements for applicants travelling for purpose of visiting family and friends**

- Invitation – please refer the website of the visited Member State.
- If you are employed please submit a signed letter from your current employer containing the following information:
  - your personal data, your function/profession;
  - terms of employment (temporary or permanent);
  - number of years with employer/organization;
  - granted leave days;
  - date and contact details.
- If you are self-employed, please submit copy of Kenya PIN Certificate and if available bank statement for business account (last three months).
- If you are retired please submit documents proving your pension or other financial support.
- Any other documents relating to your personal establishment in Kenya like marriage certificate, title deeds or lease agreements.

## **Additional requirements for applicants travelling for purpose of study and research**

- Letter of acceptance from the Member State educational institution. The letter must contain the following information:
  - your personal data
  - what course you have been admitted to/what research work to be done
  - course/research duration
  - who will be responsible for supporting you financially during the time you are in the Member State
  - date and contact details
  
- Signed letter from your educational institution in Kenya containing your personal data, name of institution, contact details, course enrollment and number of years at institution.

## **Additional requirements for non-Kenyan applicants residing in Kenya**

- Copy of the applicant's Kenya residence permit. The permit validity must exceed the planned stay in the Schengen Area with at least three months.