

## **Business or conference (including official visits)**

All submitted documents must be in English or in Danish – The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case. In addition to below mentioned requirements, the application will be assessed on the criteria for which the documents have been submitted: 1) Signed document explaining the purpose of the journey and it's itinerary; 2) Accommodation, or proof of sufficient means to cover accommodation; 3) Assessment of sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence.

Original passport (\*) valid for travel to the Schengen Member States to visit. The passport validity must exceed the planned stay in the Schengen Area with at least three months. The passport must have been issued within the last ten years and contain at least two blank pages.

Previous passport in original, if a new passport has been issued within the last year.

Proof of visa fee payment (\*) (where applicable) or visa fee exemption.

Individual travel medical insurance, which covers all costs, which might arise because of emergency medical assistance, emergency hospitalization or medical repatriation. The insurance should cover at least EUR 30,000 and be valid in all the Schengen Member States. Original receipt for payment of the insurance. Please check on [www.kenya.um.dk](http://www.kenya.um.dk) for updated list of approved insurance companies.

Travel itinerary.

Application for Schengen visa, completed and signed (\*), with attached one colour photo (\*) not more than six months old, size 45x35mm, full face, taken against a light background.

Invitation – on-line or VU1 - completed and signed by the host, click here for further information: [https://www.nyidanmark.dk/en-us/coming\\_to\\_dk/visa/how-to/how\\_to\\_app.htm](https://www.nyidanmark.dk/en-us/coming_to_dk/visa/how-to/how_to_app.htm)  
The invitation must contain the following information:

- The applicant's personal data;
- The reason for the visit to the Member State of destination;
- Period of intended stays in the Member State;
- Who will be responsible for supporting the applicant financially during the stay in the Member State;
- Date and contact details.

If employed, a signed letter from current employer containing the following information:

- The applicant's personal data, function/profession;
- Terms of employment (temporary or permanent);
- Numbers of years with employer/organization;
- Purpose of the visit;
- Who will be responsible for supporting the applicant financially during the time you are in the Member State;
- Employer's certified bank statements with [bank referral letter](#) for at least the last three months;
- Date and contact details of the employer;

Attaching a copy of Contract of Employment and copies of Pay Slips for the last three months.

If self-employed, copy of Kenya PIN Certificate and [certified bank statement with referral letter](#) for business and personal account (at least last three months), copy of Company Registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.

If attending a conference, which requires prior registration, proof of registration and receipt for registration fee.

If a student, a letter from educational institute granting leave, containing personal details, name of institution, contact details, course enrolment and number of years at institution.

Certified bank statements with [bank referral letter](#) covering at least the last three months.

Original and copy of marriage certificate, original and copy of birth certificates of self, spouse and children, if applicable.

Copy of national ID-card (both sides).

Photocopies of original passport including the Data Page, Immigration file number and any other visa, residence permits, entry- and exit stamps.

(\* ) If your application lacks any of the documents marked (\*) it is considered inadmissible, and your documents, incl. application fee, will be returned to you without further notice (Visa Codex art. 19:3).

Please note that applications can be submitted max. three months prior to planned date of departure.

An interview may be required at the Embassy or by phone.

The application may need to be referred to the Danish Immigration Service, which will delay the processing time.

Further information or documentary evidence in support of your application may be required.

Missing documents must be submitted directly to the Embassy within three days of application, failure to which the application will be processed on the basis of submitted documentation without further notice.

**Applicants are requested to print out the check list, fill out below (in capital letters), and submit together with the visa application.**

VFS remarks: \_\_\_\_\_

Applicant's full names: \_\_\_\_\_

Applicant's phone/mobile, e-mail address:

Applicant's complete postal address: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Checked by VFS Staff (initials): \_\_\_\_\_ Date: \_\_\_\_\_