



EUROPEAN  
COMMISSION

Brussels, 26.6.2023  
C(2023) 4053 final

ANNEX

**ANNEX**

*to the*

**Commission Implementing Decision**

**amending Implementing Decision C(2014) 6146 as regards the list of supporting documents to be submitted by applicants in Kenya for short stay visas**

## ANNEX

### List of the supporting documents to be submitted by applicants in Kenya for short stay visas

#### I. General requirements for all applicants

1. For non-Kenyan citizens: Kenyan proof of residence, valid for at least 3 months from the date of intended departure from the territory of the Member States.
2. Proof of sufficient means of subsistence for the intended journey:
  - Certified bank statement (covering the last three months) including bank account movements and final balance. This does not apply to pupils.
  - (a) Employees: employment contract or certificate of employment, and pay slips of the last three months.
  - (b) Company owners: copy of company registration in the *The Companies Registration Office*, bank statement(s) for the company including bank account movements covering the last 3 months and balance sheet from the previous financial year.
  - (c) Students: purpose of study, proof of financial solvency of parents or proof of sufficient funds for entire stay.
  - (d) Retired persons: pension payment for the last three months.
3. Proof of return travel arrangements.
4. Proof of accommodation or proof of sufficient financial means to cover accommodation expenses.
5. Additional requirements for minors (under 18 years)
  - (a) Copy of birth certificate.
  - (b) Copy of both parents' ID-cards.
  - (c) Certified bank statement (covering the last three months) of parent(s)/guardians(s)/sponsors.
  - (d) 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.
  - (e) If either one of the parents is absent or deceased, this must be evidenced by the information on the birth certificate or a death certificate or a Court Order for the custody.
  - (f) If the legal guardian is someone other than the biological parent as stated in the birth certificate, a custody order must be submitted proving the legal guardianship.
  - (g) A letter from the school containing the child's name, name of parents, grade, number of years at school, dates of school holidays, contact details, date and name of school representative.
  - (h) If the child is travelling with a group: a complete list of names of all group members travelling and name of person in charge of the group.

## **II. Documents to be submitted depending on purpose of travel**

### **1. Tourism**

- (a) The hotel booking or proof of accommodation and detailed travel itinerary.
- (b) If an employed person, a signed letter from current employer containing the following information:
  - i. Personal data, function/profession;
  - ii. Terms of employment (temporary or permanent);
  - iii. Starting date of employment;
  - iv. Monthly net salary;
  - v. Number of years with employer/organisation;
  - vi. Granted leave days;
  - vii. Date and contact details of the employer.
- (c) If a self-employed person, copy of Kenya PIN Certificate.
- (d) If a retired person, documents proving pension or other financial support.
- (e) If a student, a statement from the faculty:
  - i. confirming a tuition break during the intended travel period or;
  - ii. approving the student's absence.
- (f) If a pupil, a statement from the school:
  - i. confirming school holidays during the intended travel period or;
  - ii. approving the pupil's absence.
- (g) If other cases, any other documents relating to personal ties in Kenya, like marriage certificate, title deeds or lease agreements.

### **2. Business**

- (a) Written invitation from the inviting party containing the following information:
  - i. the name and address of the inviting party;
  - ii. the name and position of the person signing the invitation;
  - iii. the registration number of the inviting party;
  - iv. detailed information on the purpose of the visit;
  - v. personal data of the invitee;
  - vi. the reason for visit to the Member State of destination and expected duration of stay;
  - vii. date and contact details.
- (b) Written proof that the inviting party will cover all expenses or that the sending company will cover all expenses, or written proof that a third party will be responsible for financial support.

- (c) If an employed person, signed letter from current employer or organisation containing the following information:
  - i. personal data;
  - ii. function/profession;
  - iii. terms of employment (temporary or permanent, begin and end dates of the contract);
  - iv. number of years with employer/organisation;
  - v. purpose of the visit;
  - vi. who will be responsible for financial support during the time the applicant is in the Schengen area.
- (d) If a self-employed person, copy of Kenya PIN Certificate.
- (e) If attending a conference which requires prior registration, proof of registration and receipt for registration fee.

### **3. Private visit**

- (a) If relevant, proof of sponsorship and/or private accommodation by means of an official national form.
- (b) Invitation letter, if relevant, containing the following information:
  - i. the length of the stay;
  - ii. details on the relation between the inviting person and the applicant;
  - iii. the inviting person's ID number and personal identification code in the Member State concerned (if applicable);
  - iv. date and signature.
- (c) If an employed person: a signed letter from the current employer containing the following information:
  - i. personal data;
  - ii. function/profession;
  - iii. terms of employment (temporary or permanent, begin and end dates of the contract);
  - iv. number of years with employer/organisation;
  - v. granted leave days;
  - vi. date and contact details.
- (d) If a self-employed person, submit copy of Kenya PIN Certificate.
- (e) If a retired person, documents proving pension or other financial support.
- (f) Any other documents relating to personal ties in Kenya, like marriage certificate, title deeds or lease agreements.

### **4. Travelling for the purpose of medical treatment**

- (a) Official document from the receiving medical institution containing the following information:

- i. Confirming contact with the local medical institution in Kenya;
  - ii. Nature of the treatment;
  - iii. Estimated time for recovery;
  - iv. The need for return visits;
  - v. The cost of treatment;
  - vi. The mention that the patient is accepted;
  - vii. The indication that the treatment can be performed;
  - viii. The indication that the medical institution or doctor agrees with the intended method of payment.
- (b) Proof of sufficient financial means to pay for the medical treatment and related expenses for the stay (including accommodation, if relevant) or proof of prepayment for the treatment; or
- (c) Formal commitment letter signed by the party covering the expenses of the treatment.
- (d) Certificate from a Kenyan medical institution confirming the need for the person to be accompanied, if relevant.
- (e) If an employed person, signed letter from current employer or organisation containing the following information:
  - i. personal data;
  - ii. function/profession;
  - iii. terms of employment (temporary or permanent, begin and end dates of the contract);
  - iv. number of years with employer/organisation;
  - v. granted leave days.
- (f) If a self-employed person, submit copy of Kenya PIN Certificate.
- (g) If a retired person, documents proving pension or other financial support.

## **5. Travelling for purpose of sport events**

- (a) Signed letter of invitation. The invitation must contain the following information:
  - i. personal data;
  - ii. the name and date(s) of the event in the Member State;
  - iii. if the event organisers will cover any expenses;
  - iv. date and contact details.
- (b) If part of a group or representing an organisation, a dated and signed letter from the group leader or organisation is required, which needs to state the following:
  - i. personal data;
  - ii. if any specific function within the group/organisation;
  - iii. purpose of the visit;

- iv. the name of the responsible person or organisation for the financial support during the period in the Schengen Area.
- (c) Confirmation of participation in the sports event from the relevant Kenyan sports federation.
- (d) If attending a sport event which requires prior registration, proof of registration and receipt for registration fee.

**6. Airport transit**

- (a) Valid visa for the country of next or final destination;
- (b) Proof of the intention of carrying out the onward journey: copy of continuation ticket or reservation, and plausible explanation of routing.