



**APPLICANT MUST APPLY IN PERSON** - No stapling of documents - Screenshots or photos are inadmissible.  
Original & 1 copy (originals and/or certified copies will be returned)

1.	<input type="checkbox"/>	<b>VISA APPLICATION</b> , duly filled out in English and signed by the applicant (for minors: signed by both parents and legal guardian).
2.	<input type="checkbox"/>	<b>ONE BIOMETRIC COLOUR PASSPORT PHOTO</b> (not older than 6 months) (35 mm x 45 mm), on white background, full face and front view, in colour. Scanned or photocopied photos will not be accepted.
3.	<input type="checkbox"/>	<b>PASSPORT</b> – Original & One copy of biometric page and copies of previous Schengen, USA, or UK visas Valid for a period of <i>at least 3 months</i> after the applicant’s last day of stay in the Schengen area and not older than 10 years. <b>Please ensure that the passport is signed and has 2 facing blank pages to affix visa. p</b> <b>If Visas are in old passport:</b> copy of the first page of the old passport and copies of relevant visas.
4.	<input type="checkbox"/>	For non-Kenyans: <b>KENYAN ID – EVIDENCE OF LEGAL RESIDENCE</b> Kenyan resident permit; Permanent Residence; Student pass ( <i>must provide official University’s letter confirming course attended</i> ); re-entry stamp in passport. ☞ <i>The validity of the permit must exceed the planned stay in the Member States by at least 3 months.</i> ☞ <i>Visitor’s pass stamp on passport will not be accepted</i>
5.	<input type="checkbox"/>	<b>PROOF OF PERSONAL REGULAR INCOME</b> and/or means of subsistence
	<input type="checkbox"/>	<b>(Mandatory) Personal Bank Statements</b> (with completed Bank Authorisation Form) 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 and clerk’s signature ON ALL PAGES. ☞ <i>Overseas bank accounts (unless in Italy), Sacco/Pension funds and M-Pesa statements are not accepted.</i>
	<input type="checkbox"/>	▪ <b>If the applicant is employed:</b> ORIGINAL letter on company’s letterhead (date of issue must be within 30 days before date of submission) addressed to the Embassy of Italy indicating: a. Name, position, date and terms of employment and monthly NET salary of the Applicant. b. Granted leave days, Purpose and period of the trip. c. Pay slips for the past three months (indicating the bank where deposited, <b>matching personal account submitted</b> ) Letter must state full physical and mailing address, telephone number and email address of the company. The letter must bear the name and position of the signing person, his/her <b>company email address</b> and mobile contact, original signature and <i>embossed company seal</i> . No coloured scans or electronic signatures.
	<input type="checkbox"/>	▪ <b>Company Owners / Self-Employed:</b> - Official documents related to the business in Kenya (PIN number, Certificate of Incorporation, Trading License, CR 12), - Financial status of company (ORIGINAL certified company bank statements of the last three months) - Balance sheet from the previous financial year & annual salary drawn from the company. The owner of a company would require a letter as well. Applicants cannot sign the letter themselves.
	<input type="checkbox"/>	▪ <b>If the applicant is not financially independent:</b> - A declaration of financial responsibility submitted by sponsors on behalf of applicants who are not financially independent (such as students, minors, elderly parents, unemployed), signed by the sponsor. - Copy of sponsor’s ID. Proof of sufficient means of subsistence should be submitted accordingly, as per above.
	<input type="checkbox"/>	<b>Retired individuals:</b> submit documents proving your pension payments or other financial support. Other documents relating to personal establishment in Kenya (e.g., title deeds, lease agreements)
6.	<input type="checkbox"/>	<b>INDIVIDUAL TRAVEL MEDICAL INSURANCE</b> (Policy Certificate 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; stamp and signature of the insurance company are mandatory. ▪ <b>Alternatively</b> , letter from existing Medical Insurance company (e.g., BUPA, Allianz, Cigna etc.) or employer confirming coverage in the Schengen area meeting the prerequisite requirements.
7.	<input type="checkbox"/>	<b>TRAVEL DOCUMENTATION</b> <input type="checkbox"/> Detailed <b>travel itinerary</b> <input type="checkbox"/> <b>Round Trip flight</b> booking - with PNR - issued by a dependable Travel Agent or Airline - indicating the applicant’s full name as per passport, departure cities and destination(s). <input type="checkbox"/> <b>Accommodation</b> - Proof of hotel accommodation (s) covering the whole duration of the trip, with hotel name, address, name and surname of all applicants <input type="checkbox"/> <b>If staying with family/friends</b> completed form “2024 Dichiarazione Alloggio Garanzia - Proof of Sponsorship”. <input type="checkbox"/> <b>Other</b> - 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.

8.	<input type="checkbox"/>	<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>▪ ORIGINAL no-objection letter from the school/university, issued 30 days before date of submission, including: Full name of the applicant; full name, physical address, telephone number and email of the school; signature of the Head of Department and his-her email address; official school stamp.</li> <li>▪ The letter must state the student's field of study and year, anticipated graduation, intention to travel with dates.</li> </ul>
9.	<input type="checkbox"/>	<p><b>MINORS</b></p> <p>ORIGINAL birth certificate legalised through the Italian Embassy/Consulate from the country of birth.</p> <p><b>COPY OF BOTH PARENTS' ID-CARDS AND PASSPORTS</b></p> <ul style="list-style-type: none"> <li>▪ <b>If the minor is travelling alone:</b> ORIGINAL consent letter to travel abroad written and signed by both parents, legalised through the Italian Embassy/Consulate where parents are resident</li> <li>▪ <b>If the minor is traveling with both parents:</b> ORIGINAL and copy of Legalised birth certificate.</li> <li>▪ Legalised written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling.</li> <li>▪ <b>If either one of the parents is absent or deceased,</b> must be supported by the information on the birth certificate or a death certificate.</li> <li>▪ <b>If the legal guardian is someone else apart from the biological parent</b> as stated in the birth certificate a Court custody order must be submitted proving the legal guardianship</li> <li>▪ <b>A letter from the school</b> including the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.</li> <li>▪ <b>If the minor travels with a group:</b> a complete list of names of all group members travelling and name of person in charge of the group.</li> </ul>

**IMPORTANT NOTE:** Submission of **FALSE/COUNTERFEITED** documentation will automatically lead to a **VISA REFUSAL** and report will be filed immediately to the relevant Kenyan and/or Italian authorities.

**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**

- Visa applications must be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than six months before the start of the intended visit.
- **AVERAGE PROCESSING TIME FOR A VISA APPLICATION IS 15 – 45 CALENDAR DAYS (CAN BE LONGER DURING PEAK TIMES)**
- The Embassy and VFS cannot assume the responsibility to return original documents presented with the application.
- The Embassy may conduct an interview (in person 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 has been 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 (at the Embassy's Officials discretion).

I, the applicant, declare that I have been advised 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: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of VFS staff accepting the application: \_\_\_\_\_