



CHECKLIST FOR STUDY (*studio*) SCHENGEN VISA (C)

APPLICANT MUST APPLY IN PERSON - No stapling of documents - Please do not provide any document in the form of a screenshot or photo. Original & 1 copy (originals and/or certified copies will be returned if a copy is provided.)

1.	<input type="checkbox"/>	VISA APPLICATION , duly filled out in English and signed by the applicant (for minors: signed by both parents and legal guardian).
2.	<input type="checkbox"/>	ONE BIOMETRIC COLOUR PASSPORT PHOTO (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"/>	PASSPORT – Original & One copy of biometric page and copies of previous Schengen, USA, or 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 facing 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.	<input type="checkbox"/>	FOR NON-KENYANS: Kenyan ID (copy) – Evidence of Legal Residence Kenyan resident permit (e.g., E-Permit); Student pass (<i>must provide official University's letter confirming course attended</i>); or 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"/>	SCHOOL / EDUCATION DOCUMENTATION <input type="checkbox"/> Documentation issued by an Italian University or other eligible institution/school stating that the applicant has already been enrolled, specifying the type, duration and cost of the course in which the student has enrolled. <input type="checkbox"/> Proof of Scholarship or payment of school fees ▪ For Professional Training Courses: The training course must be consistent with the previous training acquired by the foreign student in his or her country of origin, aimed to recognition of a qualification or at the certification of the skills acquired. Documentation relating to the training acquired in the country of origin (e.g., Legalised certificates, transcripts) must be provided. ▪ For Italian Language Courses: the courses must be of a higher level, full-time and of a fixed duration. The consistency of the courses to be followed in Italy with the training acquired in the country of origin has to be verified (B2 certificate).
6.	<input type="checkbox"/>	PROOF OF SUFFICIENT FUNDS (student or family) <input type="checkbox"/> Bank Statements (with completed Bank Authorisation Form) - ORIGINAL certified bank statements of personal account (showing a stable 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"/> If the applicant is not financially independent: A legalised declaration of financial responsibility provided by sponsor (in Kenya or Italy), signed by the sponsor, with copy of his/her ID/Passport and his/her bank statements as per above.
7.	<input type="checkbox"/>	ACCOMMODATION/HOUSING IN ITALY <input type="checkbox"/> Signed letter from the institution (or student housing association); proof of school accommodation; confirmed hotel accommodation covering the whole duration of the trip, with hotel name, address, name and surname of applicant <input type="checkbox"/> Alternatively signed invitation letter from host in Italy & Declaration of private accommodation (form "2024 Dichiarazione Alloggio Garanzia - Proof of Sponsorship"). The signature of the host must match the one on the ID or Passport copy submitted. - If the host in Italy is an EU citizen: ID or Passport copy including signature page - If the host in Italy is a non-EU citizen: Passport copy including signature page and Italian residence permit copy - If the host in Italy is a family member: Family relationship must be proved (Birth certificate, marriage certificate) ☞ <i>If submitting documents to prove family relationship from countries other than Kenya and Italy, legalisation from an Italian Consulate/Embassy in the country where the document was issued is required.</i>
8.	<input type="checkbox"/>	INDIVIDUAL TRAVEL MEDICAL INSURANCE (Policy Certificate Page only) Purchased by an insurance company in Kenya or in the Schengen area; covering the whole stay (must 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) 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.
9.	<input type="checkbox"/>	TRAVEL DOCUMENTATION Return Flight 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).

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: _____