



## CHECKLIST FOR BUSINESS (affari/AF) SCHENGEN VISA (C)

**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) ICAO format (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 blank pages to affix visa.</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"/>	<b>For non-Kenyans: 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>FORMAL INVITATION FROM THE COMPANY IN ITALY</b> using the format of the form: <a href="#">Invitation Letter Format Business Visitors</a>  - Clear and <b>detailed information about the purpose of the trip</b> (general statement as i.e., "to start a business relation" will not be accepted). - Exact duration of the business trip; entry tickets in case of trade fairs - Information on who will cover the expenses - Copy of the Company's Profile, issued by the C.C.I.A.A. - Italian Chamber of Commerce & Industry ( <i>Visura Camerale</i> ) of the Italian company issued in the last 6 months, containing the name of the person signing the invitation - The invitation letter must be stamped with the official corporate stamp and signed by a legal representative of the inviting Italian company. - Copy of ID/Passport of the guarantor (including the signature)
6.	<input type="checkbox"/>	<b>DOCUMENTATION FROM THE LOCAL COMPANY</b>  ORIGINAL no objection letter from local employer on company's letterhead addressed to the Embassy of Italy stating: - Name and designation of the applicant; start of employment date; applicant's monthly salary and Pay slips for the past three months - Purpose and exact duration of the business trip, name and address of the company to be visited with information on who will cover the trip expenses (Kenyan or Italian Company), with assurances that the applicant will return to Kenya after expiry of the visa. - Name, designation, mobile phone number and e-mail of the managerial signatory; Full physical and mailing address, telephone number and email address of the company, bearing the name and position of the signatory, his/her original signature and seal of the Company with copy of his/her passport/ID - PIN number, Certificate of Incorporation, Trade License, CR 12 - <b>Banks Account(s) Confirmation Letter of the Company invited</b> (including account name; Account Number(s); Account Type; Account Maturity/Longevity; Current Balance; Standing) with bank stamp and clerk's signature ☞ <i>The owner of a company would require a letter as well, and must present ONE PAGE Balance sheet from the previous financial year &amp; proof annual salary drawn from the company (if applicable)</i> ☞ <i>No coloured scans or electronic signatures.</i>
7.	<input type="checkbox"/>	<b>(Mandatory) Personal Bank Statements</b> (with completed Bank Authorisation Form) ORIGINAL certified bank statements of <b>personal account</b> (positive balance) covering the <b>last 3 months</b> ; issued no longer than one month before date of submission, with the bank's stamp and clerk's signature <b>ON ALL PAGES</b> . ☞ <i>Overseas bank accounts (unless in Italy), Sacco/Pension funds and M-Pesa statements are not accepted.</i>
8.	<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; covering the whole period of stay; containing 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.
9.	<input type="checkbox"/>	<b>TRAVEL DOCUMENTATION</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 " <a href="#">2024 Dichiarazione Alloggio Garanzia - Proof of Sponsorship</a> ".

**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.
- 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)

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: \_\_\_\_\_