

## Short Stay – Student/Research Visa

- Application Visa Form duly filled and signed (\*)
- Please provide original and copy of previous passport if your current passport was issued in the last 3 years
- Original passport (\*), valid to travel to all Schengen States. Previous passport must be

included if presenting visa request with a renewed passport within the last 3 years. Photocopy of the national ID card (both sides)

**The passport's validity must exceed by at least three months from the planned stay in the Schengen Area, the passport must have been issued within the last ten years and have at least two blank pages**

- Make a clear copy of supporting documents, previous UK, US, Canada, Australia and

Schengen visas (for the last 3 years) and one clear photocopy of the passport bio-data page. Originals as well as photocopies of the documents are to be submitted while making your application.

- If the applicant is not a Resident in Kenya: -
  - Copy of your Kenyan Residence Permit. The validity of the Permit must exceed the planned stay in the Member States with at least three (3) months.
  - In case the applicant has no Residence Permit, he/she must contact the Embassy first ([emb.nairobi@maec.es](mailto:emb.nairobi@maec.es)).

- One colour photo (\*) not more than six months old, passport size (45 mm x 35 mm), full face and taken against a light background.
    - Payment or proof of payment of the visa fee(\*) (where applicable)
  - Purpose of the journey
    - Preliminary airline ticket booking and travel itinerary (at this stage it is not necessary to buy an airline ticket)
  - Detailed Travel Itinerary in the case of multiple destinations within the Schengen States.
    - Accommodation (hotel or apartment reservation).
  - In the case of the applicant visiting friends or relatives he/she must submit a **Certified Invitation letter issued by the Police in Spain.**
    - Individual medical travel insurance (minimum coverage 30,000 Euros), Equivalent to 75,000 Dollars or 7,500,000.00 Kshs . It should cover all costs arising as a result of emergency medical assistance, emergency hospitalization, Repatriation of body remains and should be valid for the duration of the stay.
- Kindly note that Travel Insurance will not be accepted.**

We would like to inform applicants about possible insurance frauds. In case of doubt and in order to avoid visa refusal, please kindly check the validity of your insurance with the insurance company through the focal points listed here after:

### **Focal Points for Insurance Companies 2017**

 [focal\\_points\\_for\\_insurance\\_companies\\_2017.pdf](#)



Assessment of sufficient means of subsistence for both the duration of the intended stay as well as for the return to the country of origin – **Original personal bank statements certified by the Bank and payslips issued within the last three months.**



Additional requirements for applicants travelling for purpose of Study and

- Letter of acceptance from the Member State educational institution. The letter must contain the following information:
  - o your personal data
  - o what course you have been admitted to/what research work to be done
  - o course/research duration
  - o who will be responsible for supporting you financially during the time you are in the Member State
  - o date and contact details

Signed letter from your educational institution in Kenya containing your personal data, name of institution, contact details, course enrollment and number of years at institution.

Research: - Supporting documents of previous studies and recognition of the academic degrees of the academic degrees where necessary. These should be duly **legalized**.

Documents accrediting the knowledge of the Spanish language, **when required**.

Documents certifying the availability of accommodation in Spain, for the entire period of study. Individual International Medical Insurance (minimum cover of €30,000), covering all costs of arising as a result of emergency medical assistance, emergency hospitalization or medical repatriation and valid for the entire period of stay and all Schengen countries as per the list

accompanying this document. Supporting documents accrediting the financial means to cover the studies, accommodation and

living expenses, during the entire stay (The minimum amount is 900 Euros per month), through:

- o Scholarships or economic grants. The nature and quantity of assistance should be indicated and if the applicant will receive a stipend.

- o Employment Certificate, job description, and salary of the sponsor.

- o Certified
  - expenses, and origin of the same.
- o Bank/Credit Card statements showing account movements over the last 3 months, fixed deposits/title deeds, as proof of solvency.
- o In the case of ownership of a Company: Articles of Association, bank statements, and latest Tax declaration
- o Sponsors should demonstrate proof of relationship to the applicant.

**For Studies lasting more than six months:**

Valid Good Conduct Certificate, from the Country of origin or from the Countries in which the applicant has resided during the previous 5 years; this is applicable for persons over the age of 18 yrs, (original - **duly legalized**).

Current Medical Certificate, with results of laboratory tests attached, stating the following *"This medical certificate guarantees that Mr./Mrs./Ms. XXXX does not suffer from any disease that may constitute a serious danger to public health as stated in the International Health Regulations of 2005"*. (Original – **duly legalized**).

**b) From the centre of studies:** personal Bank statement of the applicant or of the sponsor covering the

Document accrediting admission or confirmed pre-registration as a student or researcher, in an officially recognized public or private institution.

Evidence of the study plan or research approved duration, schedule, language requirements and total cost of the course.

**c) Additional documentation in the case of a minor:**

prior approval from the Sub delegate or Delegate of the Government in Autonomous Communities, where the minor will reside, applied for the person who will be responsible in Spain, for the said minor.

Power of Attorney from the Parents or Legal Guardians, drawn up through a Notary Public, authorizing the minor to travel to Spain, indicating the course to be undertaken, the Centre, and the proposed duration of the course.

**Spouses and Children below 18 years accompanying the applicant for the duration of his/her studies.**

These should meet our normal visa requirements as well as provide proof of relationship to the applicant either through Marriage or Birth Certificates as the case may apply.

**PLEASE NOTE:**

All the documents should be presented in original, plus one photocopy, in English, or with a legalized Spanish translation. An interview at the Embassy may be required

The Consular Section reserves the right to request any complementary documentation it considers necessary.

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

**Important Notice:**

The mere submission of the listed documents does not guarantee the issuance of a visa. Individual assessments are made in every case.

The Visa must be collected personally within a period of two months from the date of notification of authorization. Within one month of arrival in Spain, the Student should apply for a Student Card from the relevant Spanish Authorities.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Checked by(BLS Staff Name):** \_\_\_\_\_ **Date:** \_\_\_\_\_