Short Stay – Transit 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. 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 atleast 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).

- 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)

☐ 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.

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.**

☐ If you are employed, submit a dated and signed letter from your (current) employer containing the following information:

Your personnel data, profession and position
Terms of employment (temporary or permanent)
Duration of employment

Monthly net salary (pay slips)
Number of leave days granted
Date and contact details

☐ If you are self-employed, please submit: - copy of Kenya PIN Certificate

Proof of registration with the relevant authorities (e.g. Registration Certificate and Memorandum & Articles of Association)
Bank statements pertaining to the said business (last 3 months).

☐ If you are retired, please submit documents proving that you do receive a pension and any other financial support.

☐ Any other documents relating to your personal establishment in Kenya such as marriage certificate, title deed or lease agreements.

☐ Additional requirements for minors (below 18 years) of age will need to provide the following additional documents: -

Original and copy of Birth Certificate

Copy of both parent's ID-cards and passports, and their contact details if applicable (all pages containing any type of information)

Legalized written consent letter from both parents if the minor travels alone, or from the parent that is not accompanying the child when travelling.

If either one of the parent is absent or deceased this must be supported by the information on the birth certificate or death certificate or a Court Order for the custody.

If the legal guardian is someone else apart from the biological parent as stated in the birth certificate a custody order must be submitted proving the legal guardianship.

A letter from School containing the minor's name, name of parents, grade, number of years at school, school holidays, contact details, date and name of school representative.

If the minor is travelling with a group; a complete list of names of all group members travelling and name of person in charge of the group.

Additional requirements for applicants travelling for purpose of visiting Family and Friends: -

Certified Invitation – applicants should refer to the website of the Member State of destination.

PLEASE NOTE:

All submitted documents must be in English or in

Spanish an interview at the Embassy may be required

You may be asked to provide further information or evidence in form of documents in addition to the above requirements.

***(*)** 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 above mentioned documents does not guarantee the issuance of a visa. Individual assessments are made in every case.

The Consul may require additional documentation if deemed necessary.

Name:

_____

Signature: **Date:**

_____ _____

Checked by(BLS Staff Name): _____Date: _____