



## Checklist for the Issuance of a SCHENGEN Visa for EMPLOYMENT / WORK Diplomatic / Service Passports

### PLEASE READ CAREFULLY !

- ❖ From 6th June 2013 **biometric** Schengen visas are being issued. Therefore, all visa applicants have to **personally** come to the Embassy to submit the visa application. For further information: <https://www.sem.admin.ch/dam/data/sem/einreise/vis/leaflet-vis-en.pdf>
- ❖ Visas can only be issued to applicants with **residence in Kenya**
- ❖ **Please make sure that you have all the documents mentioned below when you apply**  
**Incomplete applications will not be accepted and a new appointment will have to be made.**
- ❖ This checklist is intended for applicants who have received a job offer / transfer from a company or organization based in Switzerland / Liechtenstein and also for those who will be assigned or transferred there. It is **not** for those who are still looking for employment abroad.
- ❖ **Questionnaire for new arrivals** to be collected from the Visa counter and filled in properly.

### Visa requirements:

- Please bring the original documents and provide the Embassy with clear double sided photocopies. Do not staple the documents together.***
- One (1) visa D application form**, which must be complete and properly filled-out and signed by the applicant (write in block letters and use black or blue ink only). The form may be obtained for free from the Embassy or downloaded from our website: <http://www.eda.admin.ch/nairobi>
- One (1) recent clear and coloured passport-size photo** (With white/grey background; **Please do not staple the photo on the form.**)
- Valid passport** (Must be valid at least 3 months from the end of the approved duration stay; Must contain at least 2 blank visa pages.) **Previous passport in original** if a new passport has been issued within the last 3 years.
- Photocopy of valid passport + National ID Card** (page containing holder's photo and personal information, important reminders, signature page and other passport information.)  
Non Kenyan applicants residing in Kenya: a copy of valid Kenya Residence Permit and the validity of the permit must exceed the planned stay in the Member States with at least three months.
- One (1) photocopy of all visas** (valid and expired)
- One (1) original** Note verbal from the Ministry of Foreign affairs or respective Embassy
- One (1) signed** confirmation letter dated with contact details from the employer in Switzerland. **Employer to confirm** if Employee is travelling with the family.
- If travelling with spouse and/or children : One (1) photocopy** of marriage certificate & birth certificate of the children. Each applicant to have his / her own application.
- Computer printout of air travel itinerary** (Do not yet buy an airline ticket.  
The Embassy cannot be held responsible for any financial losses in case you have to return it).

**For foreign nationals who have valid residence status in Kenya and need a visa for Switzerland / Liechtenstein / Schengen states**, submit also a copy of the Identity Card for Staff in Foreign Missions issued by Ministry of Foreign Affairs and a valid Re-Entry permit.

**VISA PROCESSING AND ISSUANCE:** Visa applications for work purpose will be transmitted for decision to the competent Swiss immigration authority where the applicant intends to reside. The Embassy is only allowed to issue an entry visa upon receipt of a positive decision or authorization. **Please note that the normal processing period is 15 days and can take up to 12 weeks.**

*The requirements above are applicable to **Kenyan citizens and foreign nationals who have valid residence status in Kenya and require a visa to enter the SCHENGEN territory.***

#### **IMPORTANT INFORMATION**

In particular cases, the Embassy explicitly reserves the right

- to request more information or additional documents
- reject an application; individual assessments are made in every case. No right of issuance exists. The Embassy will not assume any responsibility should the visa application be rejected
- reject applications based on incorrect/false declarations or on forged or missing documents
- Foreign nationals residing in Kenya: a copy of valid Kenya Residence Permit. Please note that the validity **must** exceed the planned stay in the Member States with at **least three months.**

In addition to the above mentioned requirements, the application will be assessed on the criteria for which the relevant documents have been submitted:

- the purpose of the journey
- accommodation, or proof of sufficient means to cover accommodation
- assessment of sufficient means of subsistence both for the duration of the intended stay and for the return to the country of origin or residence

 In any case, it is **NOT allowed to begin working** without the necessary work or entry visa.

 The Embassy does not dispose of information on job vacancies in Switzerland /Liechtenstein, nor is it in a position to provide assistance in terms of recruitment.

 Inquiry of application status email us with your **visa file number** to the email address below.

#### **How to make an appointment:**

You can apply for your visa and book an appointment **ONLINE** for each applicant 6 months prior to the intended travel date. The applicant **must be ready** to submit their complete D visa application before seeking an appointment at the following website address: [www.swiss-visa.ch](http://www.swiss-visa.ch)

#### **Contact information of the Visa Section (Embassy of Switzerland in Nairobi)**

##### **Address**

Rosslyn Green Drive,  
off Red Hill Road  
P.O. Box 2600  
Nairobi 00621  
KENYA

##### **Visiting Hours**

Monday to Thursday 08:00 AM until 11:00 AM

##### **Visa enquiries Telephone**

Monday to Thursday between: 13.30–15.00 hrs.  
(+254) 708 168 982

##### **Visa enquiries E-mail**

[nairobi.visa@eda.admin.ch](mailto:nairobi.visa@eda.admin.ch)

##### **Visa appointment Email**

[nairobi.visaappointment@eda.admin.ch](mailto:nairobi.visaappointment@eda.admin.ch)

##### **Website**

[www.eda.admin.ch/nairobi](http://www.eda.admin.ch/nairobi)



## **POLITE NOTICE**

On the 5th April 2010 a new Visa regulation came into force for all Schengen Member States. If you want to apply for a Schengen visa, please consider the following:

1. All visa applications have to be submitted at least 15 calendar days before the date of the intended departure.
2. An application submitted less than 15 calendar days before the intended departure may be accepted, but the applicant should bear in mind that the final decision might be taken after the intended date of departure.
3. Visa applications cannot be submitted earlier than three months before the start of the intended visit.
4. It is the applicant's responsibility to take the necessary precautions to respect the deadlines where an appointment system is in place.
5. Normal processing time for visa applications can take up to 15 calendar days.
6. When further scrutiny is needed, the deadline may be extended up to a maximum of 30 calendar days. Exceptionally, where additional documentation is required, the deadline may be extended up to a maximum of 60 calendar days after the application has been considered admissible.