



Checklist for the Issuance of a Visa for DOMESTIC SERVANTS for staff members of diplomatic missions, permanent missions, consular posts and international organizations based in Switzerland

PLEASE READ CAREFULLY !

- ❖ **As of June 2013, all diplomatic representations of the Schengen member states in Kenya have to capture the biometric data (finger scans & facial image) of persons applying for a visa.**
- ❖ This checklist is intended for applicants who have received a job offer as a domestic servant from staff members of diplomatic missions, permanent missions, consular posts and international organizations based in Switzerland. It is **not** for those who are still looking for employment abroad.
- ❖ **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.**
- ❖ Visas can only be issued to applicants with **residence in Kenya.**

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 to 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.)

Photocopy of valid passport (page containing holder's personal information and photo, important reminders, signature and other passport information.)

Photocopy of all visas (valid and expired)

A signed copy of domestic servant's declaration, sent directly by the Swiss Mission Geneva.

A signed copy of Employer's guarantee, sent directly by the Swiss Mission in Geneva.

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).

VISA PROCESSING AND ISSUANCE: at least 15 calendar days to 4 weeks

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

VISA PROCESSING FEE for Adults: EURO 80.--

Visa fee is paid cash in Kenyan Shillings according to the exchange rate of the day.

(Please prepare the **exact** amount in Kenyan Shillings in order to avoid delay).

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**.

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.

-  The visa handling fee must be paid at the time the visa application is submitted to the Embassy. The fee is **NOT** reimbursed in case of the application finally being rejected or withdrawn.
-  If the applicant is not a resident of Kenya, a justification for lodging the application here must be provided.
-  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, nor is 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.

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, 13.30 PM – 15.00 PM.
(+254) 708 168 982

Visa enquiries E-mail

nairobi.visa@eda.admin.ch

Visa appointment Email

nairobi.visaappointment@eda.admin.ch

Website

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.