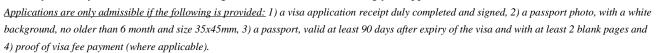
## The Royal Danish Embassy: Nairobi. Checklist Cultural/Sports visa

Dear applicant,

Your application and document will be delivered to the Danish Mission and your case will be processed as soon as possible. Be aware that case processing can take up to 15 - 45 days from the date the Embassy receives the application. Also, please note that the Embassy will only consider documents in English and Danish when assessing your application.





## The document(s) highlighted below are missing.

Signed in front of VFS Staff (initials), Nairobi: \_\_\_

Document chec	klist for CU	JLTURAL/SPORTS VISA:		
Missing document(s)	Type of d	ocument		
	1.	Copy of the applicant's previous passport in and exit stamps.	lentity pages incl. extension date if a	pplicable, and any other visa, residence permits, entry-
	2.	Travel medical insurance with a minimum of	overage of 30.000 EURO for the effe	ective stay in Schengen. Please check on www.kenya.um.
		for an updated list of approved insurance co	mpanies. Original receipt for payme	nt of insurance.
	3.			olicant's personal data, the name and date(s) of the event
		who will bear your travel and living costs, do	ate and contact details of the host.	
	4.	Proof of attendance and previous participat	ion in similar events	
		- Proof of registration and receipt for re	gistration fee, if attending an event, v	which requires prior registration.
		- Confirmation of participation in the sp	orts event from the relevant Sports F	ederation.
		- Proof of previous participation in spor	ts or cultural activities e.g certificate	es/medals obtained.
	5.	Copy of national ID-card (both sides).		
	6.	Non-Kenyans are required to submit a copy	of a valid Kenyan residence permit	or other proof of legal stay in Kenya.
	<i>7</i> .	Proof of solvency:		
		- Personal and certified bank statements	from the last 3 months with a bank i	referral letter.
		- Payslips for the last three months.	wide proof of packet maney in their	own name even if their trip is fully sponsored.
	8.	Proof of employment	viae proof of pocker money in their	own name even y then trip is july sponsored.
			company letterhead: signed by the e	employer and containing the applicant's
		function/profession, terms of employme	ent, number of years working for the	company, monthly net salary, granted leave days and
		dates and contact details of the employ	er.	
		- Contract of employment	a manaian an ath an fin an aigl arms ant	
		- Retired persons: documents proving the		ration, copy of Memorandum of Association and Articles
		of Association, copy of Business Licens		ration, copy of increasination of rissociation and risticies
	9.	Copy of marriage certificate and birth certi		if applicable.
	10.		ecific function held within the group	letter from the group leader or organisation stating the /organisation, purpose of the visit, the name of the s of the travel and stay
	11.	Additional requirements for minors (under		•
		- Copy of both parents/guardians ID-car		
				mpanying, with contact details of both parents.
		<ul><li>Proof of full custody or if a parent has</li><li>Proof of guardianship if someone else</li></ul>		
		- A letter from the school with the necess		a in the birin certificate.
	12.	If travelling with a group, a complete list of	•	the person in charge of the group.
				ry, such as title deeds or lease agreements etc.
of five. If the	Danish Mi		this deadline, a decision will be	today. Signature date below counts as day one made based on the presented information.
☐ I wi	ll be comi	ng back within 5 working days with the r	nissing document(s) or send then	n by e-mail. If you choose to hand in the
				ess: nboambvisasection@um.dk. Please note
		ose this option it will be via an unencrypt the application as it is and am aware that		to state your name and passport number. resented documents only.
You will be c	ontacted i	n case further documentation is neede	d or as soon as a decision has b	peen reached in your case. An interview may
be required a	t the Emb	eassy or by phone.		
Kind regards	s, The Reg	ional Visa Hub, Royal Danish Embass	y, Nairobi, Kenya.	
Applicant's na	ame	Applicant's signature	Date and Place	Phone number