

The Royal Danish Embassy: Nairobi. Checklist Medical treatment 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.

Applications are only admissible if the following is provided: 1) a visa application form duly completed and signed, 2) a passport photo, with a white background, no older than 6 month and size 35x45mm, 3) a passport, valid at least 90 days after expiry of the visa and with at least 2 blank pages and 4) proof of visa fee payment (where applicable).



The document(s) highlighted below are missing.

Document checklist for **MEDICAL TREATMENT** below:

Missing document(s)	Type of document
	1. Copy of the applicant's previous passport identity pages incl. extension date if applicable, and any other visa, residence permits, entry- and exit stamps.
	2. Travel medical insurance with a minimum coverage of 30.000 EURO for the effective stay in Schengen. Please check on www.kenya.um.dk for an updated list of approved insurance companies. Original receipt for payment of insurance.
	3. A detailed travel itinerary.
	4. Proof of accommodation
	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.
	7. Proof of solvency: sufficient funds to cover the medical treatment and related expenses, as well as general travel costs. - certified bank statements covering at least the last three months with a bank referral letter. - Payslips for the last three months (if employed). Please note that ALL applicants have to provide proof of pocket money in their own name even if their trip is fully sponsored
	8. Proof of employment <input type="checkbox"/> Dispatch letter from the employer with company letterhead: signed by the employer incl. date of signature and containing the applicant's function/profession, terms of employment, number of years in company, monthly net salary, number of granted leave days, dates of granted leave and contact details of the employer. <input type="checkbox"/> Contract of employment <input type="checkbox"/> Retired persons: documents proving the pension or other financial support. <input type="checkbox"/> If self-employed, copy of Kenyan PIN Certificate as well as company registration, copy of Memorandum of Association and Articles of Association, copy of Business License, if applicable.
	9. Copy of marriage certificate and birth certificates of self, spouse and children, if applicable.
	10. A letter from the medical institution or doctor in Denmark indicating: the contact with the local doctor, nature of the treatment, estimated time for recovery, the need for return visits, the cost of the treatment, proof of acceptance of the patient, indication that the treatment can be performed and indication that the medical institution or doctor agrees with the intended method of payment.
	11. A letter from the applicants local doctor, signed within the last three months, providing background information about the medical treatment and confirming the need of specific medical treatment to be provided abroad.
	12. Any other documents relating to the applicants personal ties to the home country, such as title deeds or lease agreements etc.

The Danish Mission requests you to hand in the required documents within 5 working days from today. Signature date below counts as day one of five. If the Danish Mission has not received the documents by this deadline, a decision will be made based on the presented information.

You can choose one of the following options for handing in the missing documents:

- ☐ I will be coming back within 5 working days with the missing document(s). I will be coming back within 5 working days with the missing document(s). You can also choose to send the missing documents by e-mail directly to the Embassy within 5 working days. You can do so to this e-mail address: nboambvisasection@um.dk. Please note when you choose this option it will be via an unencrypted connection. Please remember to state your name and passport number.
- ☐ I will hand in the application as it is and am aware that a decision will be based on the presented documents only.

If you have chosen to hand in the missing documents by e-mail directly to the Embassy, you can do so to this e-mail address: nboambvisasection@um.dk. Please note when you chose to send the missing documents by e-mail it will be via an unencrypted connection.

Please remember to state your name, passport number and case ID.

You will be contacted in case further documentation is needed or as soon as a decision has been reached in your case. An interview may be required at the Embassy or by phone.

Kind regards, The Regional Visa Hub, Royal Danish Embassy, Nairobi, Kenya.

Applicant's name

Applicant's signature

Date and Place

Phone number

Checked by VFS Staff (initials), Nairobi: _____ Date: _____