

The Royal Danish Embassy: Nairobi. Checklist Studies/Research 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 **STUDIES / RESEARCH VISA** 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. Invitation letter OR the on-line invitation letter VU3, mentioning clearly: the applicant's personal details, indication of course attending/research work required, the duration, the person or the entity who will bear your travel and living costs, date and contact details of the institute.
	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: - Personal and certified bank statements from the last 3 months with a bank referral letter. - Payslips for the last three months (if employed).
	8. Letter from current educational institute containing the applicant's personal data, name of the institute, contact details, course enrolment and number of years at the institute.
	9. Copy of marriage certificate and birth certificates of self, spouse and children, if applicable.
	10. Proof of registration and receipt for registration fee, if attending a course, which requires prior registration.
	11. 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 documentation within 5 working days from today. Signature date below counts as day one of five. If the Danish Mission has not received the documentation 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). You can also choose to them by e-mail within 5 working days. If you choose 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 if 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.

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

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