



SCHENGEN SHORT-STAY VISA

DOCUMENT PREPARATION CHECKLIST

Tick each item as you prepare it. Your personalized application checklist may request additional documents.

Identity and application

- ☐ Valid passport meeting the destination's validity rules
- ☐ Completed and signed visa application form
- ☐ ICAO-compliant passport photograph
- ☐ Previous passports and visas where relevant

Purpose and travel plan

- ☐ Clear itinerary and intended travel dates
- ☐ Tourism, invitation, business, event or conference evidence
- ☐ Accommodation evidence
- ☐ Transport reservation or travel plan as instructed

Insurance and finances

- ☐ Travel medical insurance covering emergency care, hospitalisation and repatriation
- ☐ Bank statements and evidence of income or available funds
- ☐ Sponsor letter and sponsor evidence if applicable

Return ties

- ☐ Employment and approved leave
- ☐ Business registration and activity evidence
- ☐ Family, studies, property or other return obligations

Submission

- ☐ Correct consulate or visa centre for the main destination
- ☐ Biometrics unless exempt
- ☐ Certified translations where required



■ Country- and purpose-specific supporting documents

IMPORTA NT

Use genuine, complete and current documents. Requirements can change and final decisions belong to the relevant immigration authority.

Independent Kenyan-based visa information, training and application-support service. Not affiliated with any government, embassy, consulate or visa office.

Website: joecanadamigrationhub.com

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