

## **Additional requirements for applicants travelling for purpose of business and conference (including official visits)**

- Signed letter of invitation. The invitation must contain the following information:
  - your personal data
  - the reason for your visit to the Member State of destination
  - how long you intend to be in the Member State
  - who will be responsible for supporting you financially during the time you are in European Union
  - date and contact details
  
- Signed letter from your current employer or organization containing the following information:
  - your personal data
  - your function/profession
  - terms of employment (temporary or permanent)
  - number of years with employer/organization
  - purpose of the visit
  - who will be responsible for supporting you financially during the time you are in the Schengen Area
  - Salary: pay slips & bank account statements from the last three months
  
- If you are self-employed, please submit copy of Kenya PIN Certificate and if available bank statement for business account (last three months).
  
- If you are attending a conference which requires prior registration, proof of registration and receipt for registration fee.