

General Visa Application Requirement Information Checklist:

Applying for a visa can feel overwhelming, but with Greentod Visa Solutions, you're in expert hands. This step-by-step checklist ensures you submit a complete, error-free application thus avoiding delays or rejections.

Expert Tip:

Double-check each box as you prepare your documents.

Need help? Call/WhatsApp our team at **+254 750167295** for personalized guidance.

No.	Document	Description	Required	Provided [✓]
1	Passport Copies (COLORED)	☐ Bio-data page ☐ Visa/stamp pages ☐ Blank pages (all) ☐ All pages in correct order and readable	Mandatory	☐
1A	National ID Copy	☐ Clear copy of front and back of Kenyan National ID card	Mandatory	☐
2	Proof of Financial Means	☐ Bank statements (last 6 months certified) ☐ Savings/fixed deposit summaries	Mandatory	☐
3	Invitation Letter	☐ Full name and relationship ☐ Purpose of visit ☐ Duration of visit ☐ Accommodation/support confirmation ☐ Signed and dated	Mandatory	☐
4	Inviter's Immigration Status	☐ UK passport bio page ☐ BRP card / eVisa	Mandatory	☐

		☐ Valid UK visa/residence permit		
5	Employment Evidence (if employed)	☐ Job letter (position, salary, duration) ☐ 6 months' pay slips (Stamped) ☐ Leave approval letter ☐ Employment contract	Mandatory	☐
6	Proof of Legal Evidence (Non-Kenyans)	☐ Kenyan resident permit – MUST exceed the planned stay with at least 3 months ☐ Foreigner Certificate (Alien's ID) ☐ Dependent, student Pass ☐ Valid Passport with residence visa	Mandatory (if applicable)	☐
7	Sponsor's Documents	☐ Sponsorship letter ☐ Sponsor's certified bank statements (6 months) ☐ Sponsor's employment or business proof ☐ Passport/ID copy ☐ Proof of relationship (e.g., chats/photos/birth/marriage cert.)	Mandatory (if applicable)	☐
8	Additional Docs for Children (<18yrs)	a. ☐ Original birth cert. b. ☐ Travel consent signed by parents - Notarized Original c. ☐ Parents' ID/Passport copies d. ☐ Proof of custody/death cert (if applicable) e. ☐ School confirmation + holiday letter	Mandatory (if applicable)	☐
9	Current Visas & Travel History	☐ Copies of valid/expired visas ☐ Entry/exit stamps ☐ Visa refusal letters (if any)	Mandatory (if applicable)	☐

10	Student Evidence (if studying)	☐ University letter confirming registration, field of study, absence & semesters remaining -Transcripts -Receipts	Mandatory (if student)	☐
11	Unemployed Applicant	☐ Statement on how you make a living in Kenya - support from family, informal work	Mandatory (if unemployed)	☐
12	Business Evidence (if self-employed)	☐ Official documents related to the business Kenya - Business registration, CR12, Cert. of Incorporation, trading license) ☐ KRA PIN & Tax certificate ☐ Financial status of company - Original bank statements (3 months, certified) ☐ Latest audited financials – Balance sheet from previous financial year. ☐ Business licenses, permits ☐ Invoices/contracts/receipts	Mandatory	☐
13	Proof of Ties to Kenya	☐ Property ownership -titles ☐ Children's birth certs ☐ School letters ☐ Employment contracts/business proof ☐ Religious/community involvement ☐ Caregiving roles	Optional	☐
14	Proof of Relationship	☐ Birth/marriage certificate ☐ Photos together ☐ WhatsApp/email/call logs ☐ Affidavit or written support statement	Optional	☐

15	Travel Itinerary	☐ Flight reservations ☐ Day-by-day schedule ☐ List of cities/activities	Optional	☐
16	Accommodation Details	☐ Hotel booking reservation ☐ Host's address (utility bill) ☐ Email confirmations or receipts	Optional	☐
a17	Covering Letter	☐ Personal letter clearly stating: - Purpose of visit - Explanation for source of additional income and how the calculation was made - Planned duration of stay - Financial details and how the trip will be funded - Sponsor details (if any) - Ties to Kenya (job, family, property, etc.) - Current living situation in Kenya (e.g., living with family, renting, own home, unemployed, etc.)	Mandatory	☐

Don't Risk Rejection - Get a Personalized Visa Checklist Today!

Visa requirements can vary greatly depending on your **destination, visa type, personal situation, and travel purpose**. Whether you're applying for the UK, Canada, USA, Australia, New Zealand, Ireland or a Schengen visa, missing even one key document could lead to delays, rejection, or wasted fees.

At Greentod Visa Solutions, we understand that no two cases are the same, which is why we offer **CASE-SPECIFIC DOCUMENT CHECKLISTS** tailored just for you.

Our personalized checklist ensures:

- You submit only the documents relevant to your case
- You avoid costly mistakes or missing paperwork
- Your application is organized, complete, and embassy-ready

Fast-track your visa approval - Contact us today!

- ❖ Call or WhatsApp Us @ **+254 750 167 295**
- ❖ Visit our website: www.greentodvisasolutions.co.ke

