

The application should be submitted at the local Visa Facilitation Centre VFS for Estonia.
 Online completed visa application, available at <https://eelviisataotlus.vm.ee/>

As a rule, the application must be submitted to the Embassy at least 15 days before the intended journey and no earlier than six months prior to the start of the intended journey.

Upon receipt of your application, the Embassy will assess whether it has been submitted within the required timeframe. Applications that do not comply with this requirement will be deemed inadmissible and will be returned to the applicant.

Missing documents may negatively affect the visa decision!

Checklist for Schengen Visa: BUSINESS TRIP		YES	NO
1	Valid passport - issued within the last 10 years and with at least 3 months validity after the scheduled return, with at least two empty pages along with old passports A copy of the bio-data page of the passport is to be submitted with the application		
2	Application form – completed, signed by the applicant. If the applicant is a minor, the application must be signed by the legal guardian, accompanied by a certified birth certificate or, where applicable, documents proving custody of the minor.		
3	Recent color passport photo (measuring 35 x 45 mm) with a white background, without any software alterations.		
4	Valid UAE residence permit. The residence permit must be valid for a minimum three months after the scheduled return Only a copy of the residence permit must be submitted with the application		
5	Travel health insurance - valid in all Schengen countries with a coverage of at least 30,000 EUR for the entire duration of stay in the Schengen area. The policy has to cover costs in case of sudden illness or accident and assistance on site, including the costs of medical repatriation to the place of permanent residence of the insured person or the repatriation in case of death. Travel medical insurances have to be bought from any European insurance company or from companies from the Common list of recognized Travel Medical Insurance Companies in the UAE. An applicant for a multiple-entry visa may provide an insurance policy, which is valid during the first trip.		
6	Proof of accommodation - for the whole duration of stay in the Schengen area. a) hotel reservation; b) proof of rental or ownership of real estate in the Member State of destination; c) confirmation of private accommodation, mentioning that the host will cover the accommodation costs; d) confirmation of accommodation by the company inviting the applicant, mentioning that the company will cover the accommodation costs.		
7	Proof of means of transport – flight ticket or flight reservations to and from Estonia		
8	A signed invitation letter from the business partner in Estonia, including: - the inviter’s full name, address and contact details (email and telephone number); - the invitee’s personal details; the intended dates and purpose of the business trip; The letter must be signed by the legal representative of the inviting company. Please ask your business partner in Estonia to send <u>the digitally signed invitation</u> directly to the Embassy’s email address: consul.abudhabi@mfa.ee		

9	<p>Verifiable evidence of sufficient means of subsistence during intended stay:</p> <p>If employed:</p> <ul style="list-style-type: none"> - original letter from the employer (not older than one month); it must include the following details: the applicant's full name, current position, start date of employment, duration of the employment contract, monthly salary, date of issue, and the full name, position, address and contact details of the person signing the letter. - applicant's last 3 months personal bank account statement(s). Statements have to be originals with stamp and signature of the bank. <p>If self-employed and/or company owner:</p> <ul style="list-style-type: none"> - valid original trade licence in the United Arab Emirates; - applicant's last 3 months personal bank account statement(s). Statements have to be originals with stamp and signature of the bank. <p>If retired:</p> <ul style="list-style-type: none"> - applicant's last 3 months personal bank account statement(s). Statements have to be originals with stamp and signature of the bank. or - proof of regular income from property or business ownership. <p>If a student or unemployed:</p> <ul style="list-style-type: none"> - applicant's sponsor must provide personal bank statement(s) for the last 3 months along with the sponsorship letter. Statements have to be originals with stamp and signature of the bank. <p><u>You should have proof of at least 70 EUR for each day of stay in Estonia.</u></p>		
10	<p>Students - Copy of the student college ID card and an original letter of the School/College/University.</p>		
11	<p>Other submission documents (if applicable)</p>		

NOTE: the Embassy reserves the right to request for further documentation.

By signing this form, I hereby confirm that all the information stated in the documentation is true.

Name and signature of the applicant/representative of the applicant:

Additional remarks by the VFS Global submission officer:

Name and signature of the submission officer:

Date and Location: