

Application should be submitted at the local Visa Facilitation Centre VFS for Estonia.

Online completed visa application: <https://eelviisataotlus.vm.ee/>

**Missing documents may negatively affect the visa decision!**

<b>Checklist for Schengen Visa: BUSINESS</b>		<b>YES</b>	<b>NO</b>
1	<b>Valid passport</b> - 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 <b>Passport copy</b> of 1 <sup>st</sup> page (bio data)		
2	<b>Application form</b> – completed, signed by the applicant. If the applicant is a minor, visa application signed by legal guardian (Proving the custody of a minor child, apostilled birth certificate, divorce papers etc)		
3	<b>One passport photograph</b> – not older than 6 months (35mm x 45mm) in color with white background with no software corrections.		
4	<b>Valid UAE residence permit.</b> Permit must be valid for a minimum three months after the scheduled return		
5	<b>Travel health insurance</b> - 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 and from companies from the Common list of recognized Travel Medical Insurance Companies in UAE. An applicant for a multiple-entry visa may provide an insurance policy, which is valid during the first trip.		
6	<b>Proof of accommodation</b> - For the whole duration 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	<b>Proof of means of transport</b> – flight ticket or flight reservations to and from Estonia		
8	<b>Introduction letter</b> - business letterhead from the employer/company, signed and stamped by HR or directorate mentioning your position and the duration of your service. “No objection statement” regarding the planned trip to Estonia/Schengen States. The dates and purpose of the trip.		
9	<b>Invitation letter from the business partner in Estonia:</b> - With full details of the inviter: full name, address, E-mail and telephone number. - Original or copy, signed and stamped, mentioning the invitee details, the dates and purpose of the trip with detailed schedule of the business meetings or trainings (day to day schedule).		

10	<p><b>Verifiable evidence of sufficient means of subsistence during intended stay:</b></p> <ul style="list-style-type: none"> <li>- Applicant’s last 3 months personal bank account statement(s). Statements have to be originals with stamp and signature of the bank.</li> </ul> <p><b>If employed:</b></p> <ul style="list-style-type: none"> <li>- Letter from the employer which is not more than one month old: name, date of issue, address, contacts and position of signatory, including information of monthly salary, start date of employment, length of a working contract and position at the company.</li> </ul> <p><b>If self-employed and/or company owner :</b></p> <ul style="list-style-type: none"> <li>- An evidence of business ownership (trade license) in the United Arab Emirates;</li> <li>- Last 3 months personal and business bank account statements.</li> </ul> <p><b>If retired :</b></p> <ul style="list-style-type: none"> <li>- Personal pension bank statement for the last 3 months. or</li> <li>- Proof of regular income generated by ownership of property or business.</li> </ul> <p><b>If Student or unemployed:</b></p> <ul style="list-style-type: none"> <li>- Parents or legal guardians have to provide their personal bank statements for the last 3 months.</li> </ul> <p><b><u>You should have proof of at least 70 EUR for each day of stay in Estonia.</u></b></p>		
11	<p><b>Students</b> – Copy of the student college ID card and introduction letter of the School/College/University.</p>		
12	<p><b>Other submission documents</b> (if needed)</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 of the applicant/representative of the applicant .....

Signature of the applicant/representative of the applicant .....

Date and Location .....

Additional remarks by VFS Global submission officer:

Submission Officer Name and signature .....