

Checklist for Business

Name: _____	Contact no.: _____
Name of travel agent (if any): _____	E-mail address: _____
Passport number: _____	Date and place of submission: _____

Documents issued by a foreign country must be or translated into Estonian or English and certified with an apostille or legalised. Documents issued by the UK have to be apostilled: <https://www.gov.uk/get-document-legalised>. Supporting documents shall be presented in the following order.

Originals shall be presented at Visa Application Centre (VAC), but only photocopies must be submitted. The Embassy does not return any other documents to the applicant than the passport.

Required Documents	Original	Copy	Remarks (if document is missing or if the condition does not meet requirements)
Valid travel document and one photocopy of it. Travel documents issued 10 years prior to the date of submitting the application are not accepted. The travel document must be valid at least three months after the completion of the journey. Travel document must contain two blank pages.			
Schengen visa ONLINE application form duly completed. The printout dated and signed by the applicant.			
Recent colour passport photograph , taken within the past six (6) months, white or light background, neutral face expression.			
Travel medical insurance , which must be valid for the whole duration of the travel. The minimum amount of the insurance coverage is 30 000 euros and it must be valid in whole Schengen area or worldwide. The travel medical insurance must be acquired from an insurance company approved by the Schengen countries.			
A valid UK biometric residence card (+ one photocopy that must be submitted) and a printout of the applicant's UKVI immigration status . This proof of status can be obtained through the share code generated from the UKVI account. Residency status in the UK must be valid for at least one (1) month beyond the intended departure from the territory of the Schengen area.			
Proof of reserved return ticket(s) to the UK or proof of onward travel (if not returning to the UK).			
Proof of accomodation or of sufficient means to cover the costs of accommodation. Cash is not accepted. Booking confirmation must include full names of persons staying (eg. booking made for 2 must include 2 names in the booking confirmation). Booking confirmation without a name is not valid.			
UK bank account statements in applicant's name covering at least the last three months and showing the balance.			

Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap.			
Invitation from a firm or an authority in Estonia to attend meetings, conferences, or proof of registration for events connected with trade, industry or work; other documents that show the existence of trade relations or relations for work purposes; or entry tickets or registration for fairs and congresses.			
Employed should present: a) recent, official and signed letter from the employer with name, date of issue, address, contact details, position of signatory and registration number in the UK. The position and salary of the employee should also be indicated; and b) pay slips for the last three months. Self-employed should present: a) recent, official and signed letter from an accountant, banker or solicitor with name, date of issue, address, contact details, position of signatory and registration number in the UK, stating the nature of the self-employment or business ownership in the UK. The letter must also state the annual salary drawn from the company; and b) self-assessment form edited by revenue and customs authorities.			

Applicant to choose as appropriate:

I have understood that I have to submit the above-mentioned missing documents to the Estonian Embassy by _____. I accept by signing this form that the matter will be decided without the requested documents and that the decision may be to my disadvantage, if I will not submit the documents by the date noted above.

I do not intend to submit the above-mentioned documents to the Estonian Embassy.

Note: The embassy reserves the right to request additional information/documentation and, if deemed necessary, to interview the applicant.

VISA Fee	
Service Fee	
Courier Fee (if any)	
Other Fees	

Name and signature of submission officer

Signature of applicant