



Embassy of Estonia
New Delhi

Application should be submitted at the local Visa Facilitation Centre VFS. Estonia Visa Application Centre
Website: <https://www.vfsglobal.com/estonia/india/>

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

Checklist for Schengen Visa: BUSINESS		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 (If not, FIR or proof of cancellation)		
2	Application form – completed, signed twice by the applicant. If the applicant is a minor, visa application signed twice by legal guardian (Proving the custody of a minor child, apostilled birth certificate, divorce papers etc)		
3	One passport photograph – not older than 6 months (35mm x 45mm) in color with white background with no software corrections.		
4	Travel health insurance - Valid in Schengen countries with a coverage of at least 30,000 EUR for the entire duration of stay in the Schengen area https://www.vfsglobal.com/estonia/india/pdf/Travel-Insurance-Companies-Family.pdf		
5	Proof of accommodation – <ul style="list-style-type: none"> - Hotel reservations, rental of holiday home or campus residence reservation - If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host - If the applicant is travelling to several Member States, proof of accommodation in each of them 		
6	Proof of means of transport – flight return tickets and itinerary (<u>please do not buy tickets before obtaining the visa!</u>)		
7	Cover letter from the applicant's employer - <ul style="list-style-type: none"> - business letterhead from the employer/company, signed and stamped by HR or directorate confirming the applicant's identity, position and duration of the service. - "No objection statement" regarding the planned trip to Estonia/Schengen States. - The dates and purpose of the trip. 		
8	Invitation letter from the business partner in Estonia: <ul style="list-style-type: none"> - 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). 		
9	Proof of financial means - All documents have to be ORIGINALS , in format A4. <ul style="list-style-type: none"> - <u>Last 3 months personal bank account statements with stamp and signature of Bank.</u> - <u>Personal ITR acknowledgement receipt page for the last 2 assessment years</u> If employed : <ul style="list-style-type: none"> - <u>Last 3 months salary slips and last 3 months salary bank account statements (stamped and signature of the Bank).</u> If self-employed and/or company owner :		

	<ul style="list-style-type: none"> - <u>Business registration certificate</u> / Partnership Deed / Proof of proprietorship or other proof of ownership. Last 3 months personal and business bank account statements (stamped and signature of the Bank). <p>If retired :</p> <ul style="list-style-type: none"> - Personal pension bank statement for the last 3 months (stamped and signature). - Proof of regular income generated by ownership of property or business. <p>If sponsored :</p> <ul style="list-style-type: none"> - proof of sponsorship and/or private accommodation (personal bank statements for the last 3 months (stamped, signature of the Bank; proof of work or ownership of business and ITR acknowledgement receipt page for the last 2 assessment years) 		
10	Passport copy of 1st page (bio data) and last page of the passport		

I have understood that I have submitted the above-mentioned documents to the Visa Application Centre. By signing this form, I hereby confirm that all the information stated in the documentation is true.

In case of missing documents:

I also understand that by signing this form, the visa application will be examined without the requested documents as mentioned above and that the decision may be to my disadvantage.

Name of the applicant: _____

Email: _____

Signature: _____

Location: _____

SO Name: _____

Date: _____