



EMBASSY OF ESTONIA  
NEW DELHI



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/>

<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 (if not, FIR or proof of cancellation)		
2	<b>Application form</b> – 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	<b>One passport photograph</b> – not older than 6 months (35mm x 45mm) in color with white background with no software corrections.		
4	<b>Cover letter</b> - Name, passport number and travel date as per the ticket along with the travel plan with travel dates		
5	<b>Travel health insurance</b> - Valid in Schengen countries with a coverage of at least 30,000 EUR for the entire duration of stay in the Schengen area <a href="https://www.vfsglobal.com/estonia/india/pdf/Travel-Insurance-Companies-Family.pdf">https://www.vfsglobal.com/estonia/india/pdf/Travel-Insurance-Companies-Family.pdf</a>		
6	<b>Proof of accommodation</b> - For the whole duration in the Schengen area.		
7	<b>Proof of means of transport</b> – flight return tickets itinerary (please do not buy tickets before obtaining the visa!)		
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> <ul style="list-style-type: none"> <li>- With full details of the inviter: full name, address, E-mail and telephone number.</li> <li>- 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).</li> </ul>		
10	<b>Proof of financial status :</b> All documents have to be originals, in format A4, with stamp and signature of Bank. <ul style="list-style-type: none"> <li>- Last 3 months personal bank account statements.</li> <li>- Personal ITR acknowledgement receipt page for the last 2 assessment years</li> </ul>		

	<p><b>If employed :</b></p> <ul style="list-style-type: none"> <li>- Last 3 months salary slips and last 3 months salary bank account statements.</li> </ul> <p><b>If self-employed and/or company owner :</b></p> <ul style="list-style-type: none"> <li>- Business registration certificate / Partnership Deed / Proof of proprietorship or other proof of ownership. 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.</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 must provide their personal bank statements for the last 3 months.</li> </ul>		
11	<b>Passport copy</b> of 1 <sup>st</sup> 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: \_\_\_\_\_