

Checklist for Short Stay Visa - ESTONIA Visa Application Centre

Applicant's Name:	Date of Birth:	Passport Number:	
Reference No:	Place of Submission:	Date of Submission:	
Purpose of Travel: <input type="checkbox"/> Tourism [11-13] <input type="checkbox"/> Visiting of friends/relatives [14-23] <input type="checkbox"/> Business [24-39] <input type="checkbox"/> Study, culture, scientific [40-45]			
Visa Fee: <input type="checkbox"/> Normal (Third Country Nationals) <input type="checkbox"/> Citizens under Visa Facilitation Agreement Gratis <input type="checkbox"/>			
№	GENERAL REQUIREMENTS	YES	NO
1	Passport (must be valid for at least 3 months after intended departure from Schengen area; must be issued within previous 10 years; must have at least 2 blank pages)		
2	1 application form (completed, dated, signed)		
3	1 recent photograph (not older than 6 months, light background, no shadows; neutral facial expression)		
4	Previous passport(s) with Schengen visas (if any)		
5	Travel medical insurance valid on all Schengen territory with the coverage at least of 30.000 EUR for the entire duration of stay in Schengen area		
6	Original documents proving legal residence in the U.S. (valid U.S. green card or valid U.S. resident visa type A, E, F + I-20 form, G, H, I, J + J1 form, L, O, R). Students must also present original I-20 with valid travel endorsement. Exchange visitors (J1) must also present original DS-2019 with valid travel endorsement;		
7	Visa fee		
CHILDREN UNDER 18 YEARS OF AGE (Minors)			
8	Copy of the birth certificate		
9	Officially recognized consent of the parental authority or legal guardian		
10	Copy of the valid Schengen visa of the parent(s) or other person travelling with the minor		
DOCUMENTS REQUIRED IN ACCORDANCE WITH THE PURPOSE OF TRAVEL:			
TOURISM			
<i>Tourists and other private visitors</i>			
11	Proof of accommodation - evidence of hotel bookings		
12	Proof of travel arrangements and a written travel plan for the entire Schengen area (Flight (roundtrip) reservations or other proof of intended transport and full itinerary if several Schengen States will be visited or if the trip covers several Schengen States and non-Schengen countries)		
13	Proof of employment or other proof of financial means - if employed: official letter from employer indicating applicant's name, job title and the date of start of employment. The letter must be dated, signed and contain contact information (address, phone number, email); if self-employed: business license and latest tax returns; bank account statements during the last three months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted		
VISITING OF FRIENDS/RELATIVES			
<i>Close relatives visiting citizens residing legally in Estonia</i>			
14	Digitally signed request with Estonian digital signature from the host person		
15	Proof of the legal residence of the host person		
16	Proof of the family tie (e. g. marriage certificate, certificate of registration of partnership, birth certificate). All documents (except documents issued in Estonia or in the EU) need to be legalized or certified with an apostille certificate, if an international agreement does not foresee otherwise		
17	Proof of employment or other proof of financial means - if employed: official letter from employer indicating applicant's name, job title and the date of start of employment. The letter must be dated, signed and contain contact information (address, phone number, email); if self-employed: business license and latest tax returns; bank account statements during the last three months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted		
<i>Close relatives visiting EU (EEA and Swiss) citizens</i>			
18	Written request from the host person		
19	Proof of nationality of inviting person		
20	Proof of the family tie (e. g. marriage certificate, certificate of registration of partnership, birth certificate). All documents (except documents issued in Estonia or in the EU) need to be legalized or certified with an apostille certificate, if an international agreement does not foresee otherwise		
21	Proof of employment or other proof of financial means - if employed: official letter from employer indicating applicant's name, job title and the date of start of employment. The letter must be dated, signed and contain contact information (address, phone number, email); if self-employed: business license and latest tax returns; bank account statements during the last three months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted		
22	Proof of traveling together with or to join the EU/EEA or Swiss family member, e.g., a proof that the EU/EEA/Swiss citizen already resides in the host Member State or a confirmation that the EU/EEA/Swiss citizen will travel to the host Member State.		
<i>Family members of EU (EEA) citizens having exercised their right of free movement under Directive 2004/38/EC</i>			
23	Proof of the family tie (e. g. marriage certificate, certificate of registration of partnership, birth certificate). All documents (except documents issued in Estonia or in the EU) need to be legalized or certified with an apostille certificate, if an international agreement does not foresee otherwise		
BUSINESS OR WORK			
<i>Employees traveling on business</i>			
24	Digitally signed request with Estonian digital signature from a hosting firm (can be forwarded to the Embassy's e-mail address by the host firm)		
25	Other proof of purpose of stay		

26	Proof of employment or other proof of financial means - if employed: official letter from employer indicating applicant's name, job title and the date of start of employment. The letter must be dated, signed and contain contact information (address, phone number, email); if self-employed: business license and latest tax returns; bank account statements during the last three months. Bank statements must show the name and address of owner(s). Electronic printouts are accepted		
Other self-employed people			
27	Digitally signed request with Estonian digital signature from a hosting firm (can be forwarded to the Embassy's e-mail address by the host firm)		
28	Other proof of purpose of stay		
29	Proof of economic activity: business license and latest tax returns;		
Air crews (if under the visa requirements)			
30	Letter from the operating body		
31	Written request signed digitally with Estonian digital signature from a hosting firm		
Journalists			
32	Certificate proving that the person is a qualified journalist		
33	Letter from employer		
Freelance journalists			
34	Proof of journalistic activity		
35	Proof of economic activity/ financial means		
Seamen			
36	Crew list, a written Confirmation from an Agent		
37	Seaman ID copy		
38	Seamen book		
Other short-term (90/180 days)			
39	Digitally signed request with Estonian digital signature from the employer ((can be forwarded to the Embassy's e-mail address by the host), employment contract in accordance with the legislation of Estonia		
STUDY, TRAINING, CULTURE			
Participants in scientific or cultural activities			
40	Digitally signed request with Estonian digital signature from the host organization (can be forwarded to the Embassy's e-mail address by the host organization)		
41	In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)		
Pupils, students, post-graduate students and accompanying teachers			
42	Proof of study: certificate from receiving institution on the length and purpose of stay (with date, signature, name, position and contacts of the undersigned); certificate from home institution on enrolment (with date, signature, name, position, contacts of the undersigned). Student cards only are not sufficient.		
43	In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)		
Participants in sports events and accompanying persons in their professional capacity			
44	Digitally signed request with Estonian digital signature from the host organization (can be forwarded to the Embassy's e-mail address by the host organization)		
45	In case not included in the written request, a separate statement on sponsorship either from the sending or receiving party (or other proof of financial means)		
ADDITIONAL DOCUMENTS:			
46	Power of Attorney for submission of the application		
47	Copy of the ID of submitting person\representative		
48	Second valid travel passport		
49	Copy of the Disability certificate		
50	School or University certificate		
51	Employer's guaranty letter		
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Remarks by the VAC Staff:			
Applicant's Signature:		Counter Officer's Signature:	