

Schengen visa | Checklist for Business

Name: _____	Contact no.: _____
Passport number: _____	E-mail address: _____

Documents issued by a foreign country must be translated into Estonian or English and certified with an apostille or legalised. Documents issued in the UK must be certified with an apostille: <https://www.gov.uk/get-document-legalised>. Originals shall be presented in Visa Application Centre (VAC). Please be prepared to show original documents at the VAC, but only submit photocopies of documents. The embassy will not return any documents to the applicant other than the passport. Supporting documents shall be presented in the following order.

Required Documents	YES/NO	Remarks (if document is missing or if the condition does not meet requirements)
Valid travel document. 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 must be 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 cover the entire Schengen area for the requested travel dates, with a minimum coverage of 30 000 euros. It must be acquired from an insurance company approved by the Schengen countries.		
Proof of UK residency: Share code for UK immigration status + status printout; https://www.gov.uk/view-prove-immigration-status . Residency status in the UK must be valid for at least one (1) month beyond the intended departure from the Schengen area.		
Proof of confirmed return ticket(s) (round trip) to the UK or proof of onward travel (if not returning to the UK).		
Proof of accommodation or of sufficient means to cover the costs of accommodation. Cash is not accepted. Booking confirmation must include full names of all guests (e.g., booking for two must list both names). Booking confirmations without names are not valid.		
UK bank account statements in applicant's name covering at least the last three months and showing the balance.		
Credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit/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 showing the existence of trade/work relations; or entry tickets or registration for fairs and congresses.		

<p>Employed should present:</p> <p>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</p> <p>b) pay slips for the last three months.</p> <p>Self-employed should present:</p> <p>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</p> <p>b) self-assessment form edited by revenue and customs authorities.</p>		
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Processing time for Schengen visa applications is 15 calendar days, in accordance with the Visa Code. The period is calculated from the Thursday following the appointment date.