

## Schengen visa | Checklist for Digital Nomad visa (DNV)

*ONLY for short-stay C-type Schengen visa applicants  
(This checklist is not suitable for long-stay DNV applicants)*

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)
<b>Valid travel document.</b> 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.		
<b>Schengen visa <a href="#">ONLINE</a> application form</b> duly completed. The printout must be dated and signed by the applicant.		
<b>Recent colour passport photograph</b> , taken within the past six (6) months, white or light background, neutral face expression.		
<b>Travel medical insurance</b> , 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.		
<b>Proof of UK residency:</b> Share code for UK immigration status + status printout; <a href="https://www.gov.uk/view-prove-immigration-status">https://www.gov.uk/view-prove-immigration-status</a> . Residency status in the UK must be valid for at least <b>one (1) month beyond</b> the intended departure from the Schengen area.		
<b>A written explanation regarding the intention to use the visa for teleworking.</b>		
<b>Proof, a written confirmation by the employer</b> stating that it is possible for the applicant to perform its work duties in the form of teleworking and that the applicant's work does not depend on location.		
<b>Proof that the applicant continues working for an employer registered in a foreign country</b> with whom they have a contractual relationship, or <b>business activities</b> for a company registered in a foreign country in which they have holdings, or <b>providing services</b> mainly to customers whose place of business is in a foreign country and with whom they have a contractual relationship.		
<b>An employment contract</b> or another contract under the law of obligations.		
<b>A certificate</b> issued by a competent authority of the <b>company's country of registered office, indicating the name, registered office and area of activity of the company</b> , the applicant's holdings in the company and details of the legal representatives of the company.		
<b>A certificate</b> issued by a competent authority of the <b>company's country of registered office</b> in proof of the payment of state taxes, local taxes or social security contributions mandatory in the company's country of registered office and on the absence of tax arrears.		

<b>A certificate</b> issued by a competent authority of the <b>applicant's country of location</b> in proof of the payment of state taxes, local taxes or social security contributions mandatory in the applicant's country of location.		
<b>Proof of legal income: recent (last six (6) months) bank statements</b> , showing the size, regularity and sources of the income. Cash is not accepted.		
<b>Description of studies and job history (CV).</b>		

**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.**