

**Checklist for Short Stay Visa application – ESTONIA Visa Application Centre
Tourism**

Applicant's name:	Date of birth:	Passport No:
Reference No:	Place of submission:	Date of submission:

- Applications should be submitted in person.
- Documents submitted with visa application must be in English or Estonian or translated into English or Estonian.
- At the Visa Centre during the appointment applicant must present original documents proving legal residence in the U.S. and, when necessary, original documents proving family ties. Additionally, applicant must submit copies of these documents with the application.
- Documents submitted with visa application will not be returned. Only applicant's passport will be returned.

Required documents				
No.		Yes	No	
1.	Passport - must be valid for at least 3 month after intended departure from Schengen area; - must be issued within previous 10 years; - must have at least 2 blank pages.	☐	☐	
2.	Schengen visa application form - completed, dated, signed.	☐	☐	
3.	One color passport photo - not older than 6 months; - light background, no shadows; - neutral facial expression.	☐	☐	
4.	Proof of legal residence and re-entry document - 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; Green card or visa should be valid at least 3 month after intended departure from Schengen area.	Original shown ☐ Copy ☐	☐ ☐ ☐	
5.	Travel medical insurance valid in all Schengen territory with the coverage of at least 30 000 EUR for the entire duration of stay in Schengen area. Copy of an insurance card is not sufficient. Proof of above named circumstances must be provided.	☐	☐	
6.	Proof of travel arrangements 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).	☐	☐	
7.	Proof of accommodation Evidence of hotel bookings or travel plan for the entire Schengen area: - individuals: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number; - groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement).	☐	☐	
8.	Proof of sufficient means - bank account statements during the last three months. (Bank statements must show the name and address of owner(s). Electronic printouts are accepted.); - proof of regular income e.g. pay slips of the last three months;	☐	☐	

	- or if self-employed (tax returns from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year); - or if retired (e.g. copy of pension certificate or a letter of previous employer or a pension check stub or confirmation from the responsible authority about the amount of pension); - if the applicant is minor and travels without parents or with one parent: officially recognized statement from both parents (this condition shall not apply if there is only a single parent or he/she holds parental authority alone) or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage (see previous paragraphs).		
9.	Proof of employment/enrolment - 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 licence and latest tax returns; - in case of students: endorsed form I-20. If student without an I-20, applicant must provide proof of enrolment (e.g. official letter from school confirming applicant's status.) Student card only is not sufficient.	☐	☐
10.	Minors - birth certificate (original + copy). If single parent or guardian, the court order must be provided. The birth certificate and court order need to be legalized or certified with an apostille certificate. If the documents are not in English, notarized translation must be provided; - notarized consent letter signed by both parents or legal guardian(s) if not travelling with the minor; - copy of passport of parent(s) or guardian(s).	Original Shown ☐ ☐ ☐ 	Copy ☐ ☐ ☐
11.	Visa Fee	☐	☐

Remarks by the VAC Staff:

Applicant's signature:	Counter Officer's name and signature:
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