

## Checklist for Short Stay (C-) 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 [10-16] <input type="checkbox"/> Visiting of friends [17-25] <input type="checkbox"/> Business [26-44] <input type="checkbox"/> Study, culture, scientific [45-50] <input type="checkbox"/> Transit [51-53]				
Visa Fee: <input type="checkbox"/> Normal <input type="checkbox"/> Gratis				
№	GENERAL REQUIREMENTS	YES	NO	
1	Passport			
2	1 application form			
3	1 recent photograph (no older than 6 months)			
4	Previous passport(s) with Schengen visas (if any)			
5	Travel medical insurance valid on all Schengen territory with the coverage of 30.000 EUR			
CHILDREN UNDER 18 YEARS OF AGE (Minors)				
6	Copy of the birth certificate (optional)			
7	Notarized consent of the parental authority or legal guardian (optional)			
8	Copy of the valid Schengen visa of the parent(s) or other person travelling with the minor			
NON-JAPANESE NATIONALS				
9	Proof of legal residence in Japan, valid for at least three months after the planned return from the Schengen area			
DOCUMENTS REQUIRED IN ACCORDANCE WITH THE PURPOSE OF TRAVEL:				
<b>TOURISM</b>				
<i>Tourists and other private visitors</i>				
10	Proof of accommodation			
11	Proof of itinerary (transport) or written description of the journey			
12	Proof of employment or other proof of financial means			
<i>Owners of the property in Estonia and their close relatives</i>				
13	Extract from the Land Register, copy – not older than 1 year			
14	Proof of employment or other proof of financial means			
15	For friends of a property owner: Property Owner's Visa copy, owner's declaration (free form)			
16	For relatives of a property owner: Property Owner's Visa copy, owner's declaration (free form), proof of relation			
<b>VISITING OF FRIENDS</b>				
<i>Close relatives visiting EU (EEA and Swiss) citizens</i>				
17	Written request from the host person			
18	Proof of nationality of inviting person			
19	Proof of families			
20	Proof of employment or other proof of financial means			
<i>Close relatives visiting non-EU citizens residing legally in Estonia</i>				
21	Written request from the host person			
22	Proof of legal residence of the inviting person			
23	Proof of families			
24	Proof of employment or other proof of financial means			
<i>Family members of EU (EEA) citizens having exercised their right of free movement under Directive 2004/38/EC</i>				
25	Proof of families			
<b>BUSINESS OR WORK</b>				
<i>Members of official delegations</i>				
26	Letter issued by a competent authority confirming that the applicant is a member of its delegation			
27	Copy of the official invitation			
<i>Participants in official twin city programmes</i>				
28	Written request from the head of administration of the city where the twinning activity is to take place			
29	Written request from the head of administration of the sending city			
<i>Employees traveling on business</i>				
30	Written request from a hosting firm			
31	Other proof of purpose of stay			
32	Proof of employment			

<b>Self-employed people</b>			
33	Written request from a hosting firm		
34	Other proof of purpose of stay		
35	Proof of economic activity		
<b>Air crews (if under the visa requirements)</b>			
36	Letter from the operating body		
37	Written request from a hosting firm		
<b>Journalists</b>			
38	Certificate proving that the person is a qualified journalist		
39	Letter from employer		
<b>Freelance journalists</b>			
40	Proof of journalistic activity		
41	Proof of economic activity/ financial means		
<b>Seamen</b>			
42	Crew list, a written Confirmation from an Agent		
43	Seaman ID copy		
44	Seamen book		
<b>STUDY, TRAINING, CULTURE</b>			
<b>Participants in scientific or cultural activities</b>			
45	Request from the host organization		
46	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)		
<b>Pupils, students, post-graduate students and accompanying teachers</b>			
47	Certificate of enrolment or student card		
48	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)		
<b>Participants in sports events and accompanying persons in their professional capacity</b>			
49	Request from the host organization		
50	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)		
<b>TRANSIT</b>			
51	Documents related to the onward journey to the final destination (visa, living permit)		
52	Proof of transport		
53	Proof of employment or other proof of financial means		
<b>ADDITIONAL DOCUMENTS</b>			
54	Second valid travel passport		
55	Copy of the Registration in the region of jurisdiction		
56	Copy of the Disability certificate		
57	School or University certificate		
58	Employer's guaranty letter		
59	Proof of transport		
60	Copy of the employment book or employment agreement		
61			
62			
63			
64			
Remarks by VFS Global Staff:			
Applicant's Signature :		Counter Officer's Signature :	