

## **SCHENGEN Business-Visa**

### **1. General Information**

Please note that your visa application must be made in person and will be accepted only if all required documents are submitted according to our regulations.

Appointments can be booked online (free of charge) here [www.tallinn.diplo.de/Terminvergabe](http://www.tallinn.diplo.de/Terminvergabe)

Each submitted document in original has to be accompanied by two copies. Documents in foreign languages have to be provided with a certified translation into German.

Processing takes approx. 5-10 working days upon submission of complete documents. The visa application can be submitted at the earliest 3 months prior to the planned trip.

It is the applicant's responsibility to ensure that his/her application is submitted in time.

This information is not a concluding list of documents. Further documentation can at any time be requested by the Consulate General or provided by the applicant.

### **2. Checklist**

Originals will be handed back to the applicant after examination. Please provide a copy of all the documents.

- Fully completed application form & declaration of genuineness of documents submitted
- Visa fee 75,00 Euro in cash or via credit card

- Valid passport (issued within the last 10 years and valid for at least 3 months after leaving Schengen and at least 2 free pages) & passport copies of photo page and pages with visas, stamps, etc. required
- 2 recent passport photographs according to biometric specifications
- Estonian resident permit valid for at least 3 months after the expiry date of the requested Schengen visa
- Round-trip airline ticket or proof of confirmed flight reservations
- Company guarantee letter with bank endorsement
- Invitation from your business partner in Germany
- Proof of travel medical insurance with a minimum coverage of 30,000 Euro which is valid in all Schengen member countries for the duration of your stay

Please note:

Each visa application is reviewed individually. Therefore, the requested documents might vary. The Consulate General reserves the right to ask for additional documents at all times. Besides, the submission of the above mentioned documents does not guarantee the issue of a visa (in time). Submission of an incomplete set of documentation will lead to a refusal of your visa application. Once a visa has been issued, the purpose of the trip may not be altered. There is no legal right for visa and there is no urgent/express visa!