**Alien, who is internally transferred as a manager**

**(Article 40 Part 1 Point 42 of the Law on the Legal Status of Aliens)**

**** [**The determined form request to issue the temporary residence permit in the Republic of Lithuania**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=2052)**.** *The request shall be filled-out via the Lithuanian Migration Information System (MIGRIS);*

** Valid travel document (passport);**

**Documents affirming the basis for issuing the temporary residence permit:**

**** **Number of the facilitation letter submitted by the accepting company established in the Republic of Lithuania via the Lithuanian Migration Information System (**[**MIGRIS**](http://www.migracija.lt/)**)** (shall be indicated via MIGRIS when filling-out the temporary residence permit request).

**The facilitation letter must indicate:**

* **the anticipated movement of the alien being internally transferred to the accepting companies established in other member states of the EU (despite the fact whether the transfer to the accepting company established in other member state of the EU will last longer than 90 days during the 180 days or longer period);**

** *Employment contract\** concluded between the company established in a foreign country, which is not the member state of the EU, and the alien being internally transferred;**

** *Letter of appointment\** of the company established in a foreign country, which is not the member state of the EU, which states the duration of internal transfer, head office address (addresses) of the accepting company (companies), position, to which the alien is internally transferred, and the prescribed wage, as well as the undertaking, that after the end of the internal transfer period, the alien will be transferred back to the company established in the foreign country, which is not the member state of the EU;**

** Documents affirming that the alien will manage the accepting company established in the Republic of Lithuania or its structural division, will have subordinate staff, authorization to control the work of the staff and perform the actions associated with the control of it (for example, *employment contracts, letter of appointment\*, document affirming the organizational structure of the company*)**;

 **Documents affirming that the alien has the qualification and vocational experience necessary for the accepting company established in the Republic of Lithuania (for example, *higher education diploma\*\*, alien's CV*)**;

** Documents affirming that the alien for no less than the last 6 months prior to arriving at the accepting company established in the Republic of Lithuania worked in the company established in the foreign country, which is not the member state of the EU, the agency or branch of which is the accepting company, or in the company belonging to the same company group (for example, *employment contracts\**);**

**** ***If the facilitation letter indicates that the monthly wage of the alien is less than 1 MMW,*** [**document affirming that the alien has enough subsistence funds and/or receives regular income**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=1195)**,** [**which is enough for living in the Republic of Lithuania**](http://www.migracija.lt/l.php?tmpl_into%5b0%5d=index&tmpl_name%5b0%5d=m_site_index178&tmpl_into%5b1%5d=middle&tmpl_id%5b1%5d=1195) **(e.g., *bank certificate*\*).** **The value of subsistence funds is one minimum wage per month. There should be enough funds for the whole duration of the requested temporary residence permit or for at least one year;**

** *An undertaking (confirmation) by the alien when completing the application via MIGRIS* that he/she will declare his/her place of residence in an accommodation with a living area of at least 7 square metres for each adult person declaring his/her residence there;**

** Certificate(s) issued by the competent institution(s) of the foreign country (countries), wherein prior to arriving in the Republic of Lithuania the alien was living or is living for the last 2 years (save for those cases, when living in the foreign country lasted less than 6 months within 12 month period) affirming, that the alien was not sentenced in this (these) country (countries) (certificate confirming the absence of any criminal record), which must be issued *no sooner than 6 months before* the day of accepting the request to issue the temporary residence permit. If the alien was sentenced, the criminal record must indicate when and for which criminal activity they were sentenced, what sentence was awarded and whether it was served\*\*\*;**

** Health insurance, which guarantees the payment for emergency health care services expenses and expenses that may occur, due to the return of the alien to the foreign country for health-related reasons (transportation, including, the escort of personal health care specialist(s)) and the insurance must be valid for the whole duration of the requested temporary residence permit or for at least one year\*.**

**Health insurance is not needed, if compulsory health insurance installments will be paid (are paid) for the alien.**

**The alien may submit the health insurance at their own choosing:**

* **By filling-out the request via ‘MIGRIS’;**
* **By arriving at the booked visitation time to the Migration Department in order to submit documents and biometric data.**

** *If another person paid the public fees for the alien*: the extended form of the payment order of the paid public fees, wherein the name(s), surname(s), personal identification number or date of birth of the alien, for whom the payment was made, is indicated.**

I have checked whether all of the necessary documents in regards to the issuing of the temporary residence permit were submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

(Citizenship, name(s), surname(s) and date of birth of the alien)

and I have accepted/not-accepted them:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of position)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name(s) and surname(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notice. After arriving at the booked time at the Migration Department, the presence of the alien in Lithuania must be lawful.**

**\* Documents issued abroad must be translated in to Lithuanian and the translations must be affirmed by the person or institution having the right to testify the translation from one language to another. Document affirming health insurance may be submitted written in original English language or an English language translation from another language may be submitted, which is affirmed by the person or institution having the right to testify the translation from one language to another.**

**\*\*Higher education diploma issued abroad must be translated to Lithuanian and the translations must be affirmed by the person or institution having the right to testify the translation from one language to another, and legalized or certified (*Apostille*) in accordance to the Government determined procedure, save for the higher education diploma issued in Ukraine, Russia, Estonia, Latvia or Moldova.**

\*\*\***Criminal record, wherein it is stated that the alien was not sentenced, may be submitted written in original English language or an English language translation from another language may be submitted, which is affirmed by the person or institution having the right to testify the translation from one language to another**.

**Criminal record, which is not written in original English language, or which states when and for which criminal activity the alien was sentenced, the sentence awarded and whether it was served, must be translated to Lithuanian language and the translation must be affirmed by the person or institution having the right to testify the translation from one language to another.**

**Criminal record must be legalized or certified (*Apostille*) in accordance to the Government determined procedure, save for the criminal record issued:**

* **In Ukraine, Russia, Estonia, Latvia or Moldova;**
* **By the diplomatic agency or consular institution of the foreign country residing in the Republic of Lithuania;**
* **By the diplomatic agency or consular institution of the foreign country residing abroad and accredited along with the other country for the Republic of Lithuania.**