**The foreigner is planning to engage in work, which requires high professional skills, when he/she complies with the conditions established in the legal acts of the Republic of Lithuania for the exercise of *not* *regulated* professional activities and he/she needs a *decision of the Employment Service* on the compliance of the work with the needs of the labor market of the Republic of Lithuania
(Law on the Legal Status of Foreigners, Art. 40, pt. 1, para. 41)**

** An application form to issue a temporary residence permit in the Republic of Lithuania. *Application is submitted using Lithuanian migration information system (MIGRIS);***

** A valid travel document (passport);**

**** **Employer's mediation letter number. Employer's mediation letter additionally must include:**

* ***date of registration of the vacancy in the information system managed by the Employment Office;***
* ***estimated duration of the employment contract;***
* ***employer's obligation to employ the foreigner for a period of not less than one year under an employment contract or a period not less than one year of an employment contract, where the monthly salary is not less than 1.5 times the average monthly gross salary of employees working in the national economy in the last quarter (including the salaries at private enterprises), as indicated by the Statistics Lithuania;***
* ***intended place of work of the foreigner (employer name, code, address, telephone number, e-mail address, name of the branch or representative office, name of the structural unit, the address of the intended workplace) and the function of the job (title of profession or job title and code based on the Lithuanian Classification of Occupations).***

** If a foreigner intends to work as a company manager, a document issued by Invest in Lithuania confirming that the employer who intends to employ a foreigner in a highly professional job as a company manager is a company established in the Republic of Lithuania and its annual income during the last three financial years is at least 1 000 000 Eur (if the undertaking has been operating for less than three years, from the date of establishment of the undertaking);**

** Decision of the Employment Service on compliance with the needs of the labor market (the Migration Department will receive it itself);**

***The application for mediation has to be submitted using the Information System of Public Services related to issuance, consultation, provision of personal and other documents to citizens of the Republic of Lithuania and foreigners (EPIS)*;**

** the document certifying that the foreigner owns suitable residential premises in which he/she intends to declare his/her place of residence, and in which the residential area provided that the residential are per each adult person who has declared the place of residence at it would not be less than seven square meters:**

* **an undertaking by a natural person certified by a notary of the Republic of Lithuania, or a manager of the local authority to provide the alien with suitable place of residence in which the foreigner will be declaring his/her place of residence, and which meets the requirements for residential premises for the period of validity of the temporary residence permit or for at least 1 year; or**
* **an undertaking by a legal person certified by the manager of the legal person and the stamp if the legal person is obliged to have a stamp to provide the foreigner with suitable residential premises in which the alien will be declaring his/her place of residence, and which meets the requirements for residential premises for the period of validity of the temporary residence permit or for at least 1 year;**

**A document on suitable residence is not required if the foreigner owns suitable residential premises or has entered into a lease or loan agreement with a natural or legal person for a period of at least one year which is registered in the State Enterprise Center of Registers (Real Estate Register);**

**A document on suitable residence can be submitted:**
• when filling in the MIGRIS application;
• upon arrival to the Migration Department at the reserved time of the visit to submit documents and biometrical data;
• when collecting a temporary residence permit.

**if the foreigner in the foreign state (s), where he/she has lived before coming to the Republic of Lithuania or has been living for the last 2 years, has not been convicted: a written statement by a foreigner that he/she has not been convicted in this (these) foreign state (s);**

**or**

**if the foreigner in the foreign state (s), where he/she has lived before coming to the Republic of Lithuania or has been living for the last 2 years has been convicted: a certificate from (a) competent institution(s) of this (these) foreign state(s), confirming that he/she has been convicted (certificate of conviction) in the said foreign state(s), which must be issued not earlier than 6 months before the application for a temporary residence permit. The certificate of conviction must indicate when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served\*;**

** *if the state fee for the foreigner were paid by another person*: the extended payment order for the state fees made, which features the foreigner's that the fee was made for, name(s), surname(s) and personal code or date of birth with a bank seal**

**or**

** *if the application is urgent*: payment order for a state fee paid with a bank seal or a receipt (it is also possible to make the payment during the application)*.***

** paid state fee for the decision on the compliance of the decision of the foreigner with a high professional qualification for the labor market needs of the Republic of Lithuania with the bank mark or receipt or the payment form with bank mark of the state fee for the decision making, if the state fee for making the decision was payed by another person.**

I checked that all the necessary documents for issuing a temporary residence permit have been submitted \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (foreigner's citizenship, name(s), surname(s) and date of birth)

and I accepted / did not accept them:

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

 (office title)

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

 (signature)

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

 (name(s) and surname(s)

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

 (date)

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

**Note: Documents regarding the issue of a temporary residence permit in the Republic of Lithuania may be submitted in Lithuania if the foreigner is legally in the territory of the Republic of Lithuania**

**1****A certificate of conviction stating that the foreigner has not been convicted may be given in the original English language or may be translated from other language to English, certified by an interpreter.**

**A certificate of conviction, which is not written in the original English language or which states**

**when and what criminal activity the foreigner has been convicted for, what penalty was imposed to him/her and if it was fully served, must be translated to Lithuanian language, certified by interpreter.**

**The certificate of conviction must be legalized or certified (Apostille), according to the procedure prescribed by legal acts, except for the certificate of conviction issued by:**

**- Ukraine, Russia, Estonia, Latvia or Moldova;**

**- foreign diplomatic missions or consular posts residing in the Republic of Lithuania;**

**- foreign diplomatic missions or consular posts residing abroad and accredited without any other country, including the Republic of Lithuania.**