**A foreigner intends to work under an employment contract, when** ***a foreigner has completed studies or has studied according to a proffesional study programme, intends to work and applies for the temporary residence permit no later than two years after finish studies***

**(Law on the Legal Status of Foreigners, Art. 44, pt. 1, para. 3)**

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

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

** employer's mediation letter number;**

**In the mediation letter it is additionaly stated:**

* **qualification of a foreigner and his compliance with a job position.**

**Employer must be assured that a foreigner has a document, proving his qualification (ex. diploma, certificate).**

***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);***

**** ***if the foreigner's monthly salary in the mediation letter and the employment contract is less than* *1 minimum wage*, a document confirming that the foreigner has sufficient funds and / or receives regular income sufficient for residence in the Republic of Lithuania. The amount of the foreigner's funds is assessed taking into account the level of cost of living in Lithuania which is determined by the Minister of the Ministry of Social Security and Labour of the Republic of Lithuania, which can be considered as a sufficient for residence in the Republic of Lithuania for a foreigner applying for a residence permit;**

** the document certifying that the alien 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 *(requirement for a living place is not applied for a foreigner who will be sent to work in another EU or EFTA member state according to the service contract)*:**

* **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 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**
* **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 alien 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;**
* **documents confirming that an employer is sending his employee to another EU or EFTA member state according to the service contract.**

 **No document regarding suitable place of residence is required, *if the alien own residential premises or has concluded with a natural or legal person a lease agreement for a period not shorter than the validity of the temporary residence permit and which is registered with the SE Centre of Registers (Immovable Property Register);***

** the certificate issued by competent institution of the foreign state (s), where the foreigner has lived before coming to the Republic of Lithuania or has been living for the last 2 years (except for cases, when the residence in a foreign state was shorter than 6 months in a period of 12 months) confirming that the foreigner has not been convicted, certificate must be issued not earlier than 6 months before the application for a temporary residence permit. If foreigner has been convicted, 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\*;**

***where another person has paid the State duty on behalf of the alien:* an extended form of the state fee paid indicating the name (-s), surname (-s), personal code or the birth date of the alien on whose behalf the payment was made;**

** *in case the application is filed as a matter of urgency*: payment instruction or a receipt of the paid state fee (or the alien may pay by card at the Migration Department in relation to filing the application).**

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.**

**\*****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.**