**The alien intends to take up employment as a teacher under the employment contract concluded with a higher education and research institution registered in the Republic of Lithuania (Article 40 Part 1 Point 13 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 in the Lithuanian Migration Information System (MIGRIS);*

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

** The number of facilitation letter submitted by the Lithuanian science and research institution via the Lithuanian Migration Information System (**[**MIGRIS**](http://www.migracija.lt/)**)** (*indicated via ‘MIGRIS’ when filling-out the request regarding the temporary residence permit);*

** Employment contract;**

**** ***If the letter of facilitation indicates that the alien’s monthly wage is less than 1 MMW,*** [**the document affirming that the alien has sufficient 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 to live 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;**

 **The undertaking of the alien, that they will declare their place of residence in the dwelling, the residential area of which for one adult person, who declared their place of residence therein, will be no less than 7 square meters;**

** 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\*;**

** *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.**

\* **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.**