**Foreigner is transferred inside the company *as a manager***

**(Law on the Legal Status of Aliens Article 40, paragraph 1, point 42)**

** An application form for issue of a temporary residence permit in the Republic of Lithuania.** *Application must be submitted online through Lithuanian migration information system (MIGRIS);*

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

**Document supporting the grounds for issue of a temporary residence permit:**

** number of the mediation letter from the host company established in the Republic of Lithuania.**

**The mediation letter must include the information on:**

* **the intended movement of the intra-corporate transferee to the host companies established in other EU Member States (regardless of whether the transfer to a host company established in another EU Member State will last for a maximum of 90 days within a 180-day period or longer).**

**If an alien is granted visa-free access or is a citizen of Belarus and is coming to a host company that is on the List of Approved Companies, the letter of mediation should confirm that the alien:**

* ***will manage the host company established in the Republic of Lithuania, will have the subordinate staff, the authority to control the work of the staff and perform actions related to its management; or***
* ***will manage the structural unit of the host company established in the Republic of Lithuania, will have subordinate staff, the authority to control the work of the staff and perform actions related to its management***
* ***has the necessary qualifications and professional experience for the host company established in the Republic of Lithuania;***
* ***for at least the last 6 months prior to the date of arrival at the host company established in the Republic of Lithuania, has worked in a company established in a foreign country that is not a Member State of the European Union, whose representative office / branch is this host company; or***
* ***has worked for a company belonging to the same group of companies for at least the last 6 months before arriving at the host company established in the Republic of Lithuania.***

***The mediation letter has to be submitted online via*** *Information system of public services related to the issue of personal and other documents, consultations for citizens in the Republic of Lithuania and aliens (EPIS);*

** *an employment contract*\* with a company established in a foreign country which is not an EU Member State;**

** *letter of appointment*\* from a company established in a foreign country which is not an EU Member State, indicating** **the duration of the intra-company transfer, the registered office address (es) of the host company (s), the position to which the foreigner is transferred inside the company, and the salary paid to him, also the commitment that after the end of the period of the intra-company transfer, the foreigner will be transferred back to a company established in a foreign country that is not an EU Member State;**

** documents confirming the alien will manage the host company established in the Republic of Lithuania or its structural unit, will have subordinate staff, the authority to control the work of the staff and perform actions related to its management (for example, *employment contracts, a letter of appointment\*, a document confirming the organizational structure of the company*)** (this document is not required if an alien is granted visa-free access or is a citizen of Belarus and is coming to a host company which is on the List of Approved Companies);

** documents confirming that the alien has the necessary qualifications and professional experience for the host company established in the Republic of Lithuania *(for example, a higher education diploma, a curriculum vitae of an alien)***(this document is not required if an alien is granted visa-free access or is a citizen of Belarus and is coming to a host company that is on the List of Approved Companies);

** a document proving that an alien has worked for at least the last 6 months prior to his/her arrival in the host company established in the Republic of Lithuania in a company established in a foreign country that is not an EU member state, whose representative company or branch is this host company, or in a company belonging to the same group (*for example, employment contracts\*)*** (this document is not required if an alien is granted visa-free access or is a citizen of Belarus and is coming to a host company that is on the List of Approved Companies);

**** ***If foreigner’s monthly salary under employment contract is less than 1 minimum gross monthly* salary, he/she will need to submit a proof of sufficient means of subsistence. The amount of means of subsistence held by an alien shall be assessed taking into account the amount of means of subsistence in the Republic of Lithuania established by the Minister of Social Security and Labour of the Republic of Lithuania, which may be considered sufficient to live in the Republic of Lithuania;**

** A document proving that an alien residential premises where he/she intends to declare his/her place of residence, the amount of the living space of which per each adult person having declared his/her place of residence is *not less than 7 square meters*:**

* **an undertaking by a natural person certified by a notary public of the Republic of Lithuania, or by a head of sub-municipal executive unit of the municipality of the Republic of Lithuania or by an employee of the Migration department to provide an alien with suitable place of residence where he/she will be declaring his/her place of residence, that 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 entity certified by the signature of its manager and the seal of the legal entity (if the possession of the seal is legally required) to provide an alien with suitable residential premises where he/she 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 place of residence *is not required in case the foreigner is the owner of the 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 Centre of Registers (Real Estate Register).***

**A foreigner may submit a document on suitable place of residence by choosing one of the following options**:

* ***when filling in online application via MIGRIS;***
* ***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.***

** certificate (s) of (non) conviction issued by the competent authorities of foreign countries where an alien has been living or are currently living for the last 2 years before arrival to Lithuania (except his/her living in a foreign country has lasted less than 6 months within a 12-month period), confirming whether an alien was (or was not) convicted in these countries, which must be issued not earlier than 6 months before the date of application for a residence permit, translated into Lithuanian, as well as legalized and (or) certified by an Apostille, if required. If an alien was convicted, the certificate must state when and for what criminal offense he/she was convicted, what sentence he/she has been charged with and whether it was served\*\*\*;**

** Health insurance must guarantee coverage of emergency medical assistance costs, as defined in the Law on the Health System of the Republic of Lithuania, and the costs that may arise due to the return of an alien to a foreign country for health reasons (transportation, including escort of a personal health care professional (s)); and the insurance must be valid for the entire period of validity of the requested temporary residence permit or for at least one year \*.**

**Health insurance is not required if an alien will be paid (payable) compulsory health insurance contributions.**

**A foreigner can provide health insurance by choosing one of the following options:**

* **when filling in the online MIGRIS application;**
* **upon arrival to the Migration Department at the reserved time of the visit to submit documents and biometrical data.**

** 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; or**

** *if the application is submitted to be processed under urgent procedure*: payment order for a state fee paid or a receipt (*it is also possible to make the payment upon arrival to submit the documents).***

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. Upon arrival at the Migration Department at the booked time of the visit, an alien’s stay in Lithuania must be legal.**

**\* Documents, issued by foreign countries must be translated into Lithuanian and certified by a person or institution authorised to make translations. Health insurance certificate may be submitted in English, if originally issued in this language, or translated into English from the document's original language and certified by a person or institution authorised to make translations.**

**\*\*Higher education diploma, issued by a foreign countrymust be translated into Lithuanian and certified by a person or institution authorised to make translations, as well as legalized or and (or) certified by an *Apostille* under the order established by the Government, except for higher education diplomas, issued in Ukraine, Russian Federation, Estonia, Latvia and Moldova.**

**\*\*\*** **A certificate of conviction stating that you have not been convicted may be submitted in English, if originally issued in this language, or translated into English from the document's original language and certified by a person or institution authorised to make translations.**

**A certificate of conviction, originally issued in any other language but not English and stating 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 into the Lithuanian language and certified by a person or institution authorised to make translations.**

**The certificate of conviction must be legalized or certified by (*Apostille*), under the order established by the Government, except for the certificate of conviction issued by:**

**- Ukraine, Russian Federation, 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 in addition to other countries to the Republic of Lithuania as well.**