**A foreigner who is transfered inside the company *as a leader***

**(Law on the Legal Status of Foreigners, Art. 40, pt. 1, para. 42)**

** 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);**

**Documents confirming the basis for the change of temporary residence permit:**

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

**The mediation letter must indicate the intended intra-corporate transfer 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 no longer than 90 days within a 180-day period or longer period).**

***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)*;**

** *Employment contact*\* between foreigner who is transfered inside the company and the company established in a foreign country that is not an EU Member State;**

** *The letter of appointment*\* of a company established in a foreign country which is not an EU Member State, indicating the duration of the intra-corporate transfer, the address(es) of the host company office(s), the work position of foreigner in the host company, the designated salay and it is committed to transfer the foreigner back to the company which is established in a foreign country that is not an EU Member State at the end of the intra-corporate transfer period;**

** Documents confirming that the foreigner will lead the host company established in the Republic of Lithuania or its structural unit, will have subordinate staff, authority to control the work of the personnel and to perform actions related to its management (e.g. *employment contracts*, *appointment letter*\*, *document confirming the organizational structure of the company*);**

** Documents confirming that foreigner has the necessary qualifications and professional experience for the host company established in the Republic of Lithuania (e.g. *higher education diploma*\*\*, *foreigner's curriculum vitae*);**

** Documents confirming that foreigner has worked for at least the last 6 months in the company or the same group of companies located in a foreign country which is not an EU Member State, which branch or representative office is a host company established in the Republic of Lithuania (e.g. *employment contracts*\*);**

**** ***If the foreigner's monthly salary in 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;**

** A document, confirming that the foreigner has living premises to declare his/her place of residence, the living space of which for one adult person that has declared his/her place of residence is at least 7 square metres, under the right of ownership or is using such premises under the basis of rent or lending, and if the said contract is drawn for a period that is not shorter than the period of validity of the temporary residence permit and is registered at the Public Institution Centre of Registers (Register of Real Estate), or an obligation of a legal person to provide the foreigner with a place of residence, which meets the defined requirements for a living space for the period of the validity of the temporary residence permit, confirmed with the signature and seal of a notary of the Republic of Lithuania, head of an elderate of a municipality of the Republic of Lithuania or an authorised state officer of the Migration Department, if the said legal person must have a seal;**

**** **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\*\*\*;**

**** **Health insurance, which guarantees the payment of essential medical expenses and expenses that may arise due to the foreigner's return to a foreign state for health reasons (transportation, including escort of a personal health care professional (specialists)) and is valid for the entire period of the foreigner's stay or residence in the Republic of Lithuania\* or a document confirming that the foreigner is covered by the compulsory health insurance, as provided in the Law on Health Insurance of the Republic of Lithuania;**

**** ***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*).**

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:

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 (office title)

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

 (signature)

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

 (name(s) and surname(s)

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

 (date)

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**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.**

**\* Documents issued abroad must be translated into Lithuanian language and certified by an interpreter. The document proving the health insurance may be given in the original English language or may be translated from other language to English, certified by an interpreter**

**\*\*A higher education diploma issued abroad must be translated to Lithuanian language, certified by interpreter and legalized or certified (Apostille) according to the procedure prescribed by legal acts, except for the higher education diploma issued in Ukraine, Russia, Estonia, Latvia or Moldova.**

**\*\*\*****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.**