**Foreigner (not a highly qualified employee) with a valid temporary residence permit wants to change employer or job function to the same employer**

(Law on the Legal Status of foreigners Article 44 str. 7 d.)

**** [**standard form of** [**application to change the employer or the job title at the same employer**](http://migracija.lrv.lt/lt/paslaugos/elektronines-paslaugos/prasymu-formos/prasymas-leisti-pakeisti-darbdavi-arba-darbo-funkcija-pas-ta-pati-darbdavi)**.**](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) **Application form is available at** *www.migracija.lrv.lt by choosing Paslaugos > Elektroninės paslaugos > Prašymų formos > Prašymas leisti pakeisti darbdavį arba darbo funkciją pas tą patį darbdavį;*

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

** number of mediation letter for change of the employer or job title at the same employer:**

 **When an alien’s profession is included in Shortage occupations list of the Republic of Lithuania by types of economic activity, the mediation letter must additionally include the following information:**

* **an alien’s qualification and its compliance to the employment position;**
* **an alien’s work experience according to the qualification within the last five years, an alien’s present and/or previous employment company (s), where he/she have** **worked by qualification for the period not shorter that one year over the last five years, employment duration at the mentioned companies (s) and the job duties**.

 *An employer has to make sure an alien has the relevant documents proving his/her qualification (diploma, training certificate etc.) and his/her work experience by qualification for the period not shorter that one year over the last five years (employment record book, reference from his/her present and/or previous employment company).*

 **If an alien enters Lithuania on visa-free regime or if he/she is a citizen of the Republic of Belarus coming to work for a company which is included into the list of approved companies, the mediation letter must additionally include the following information:**

* **an alien’s qualification and its compliance to the employment position; or**
* **an alien’s present and/or previous employment company where he/she has worked for the last 5 years according to the profession indicated by his/her current employer, the employment duration and job duties.**

 *An employer has to make sure an alien has the relevant documents proving his/her qualification (diploma, training certificate etc.) or his/her work experience according to profession indicated by his/her current employer for the period not shorter that one year over the last five years (employment record book, reference from the present and/or previous employment company).*

 *The application for mediation on the change of employer or job function 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);*

** A decision by the Lithuanian Employment Service about compliance of an alien’s work with the Lithuanian Republic labour market needs, in case an alien requires evaluation of his/her work compliance with the Lithuanian Republic labour market needs\*. Submission of physical (paper) copy of this document is not required; Migration Department will get the document by way of authorised access;**

** *if the state fee for the alien was paid by another person*: the extended payment order for the state fee made, which features the alien’s that the fee was made for, name(s), surname(s) and personal code or date of birth.**

I checked that all the necessary documents submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

 (alien’s citizenship, name(s), surname(s) and date of birth)

and I did not accept them:

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

 (office title)

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

 (signature)

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

 (name(s) and surname(s)

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

 (date)

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

**\* Is required, in case an alien intends to start a job that does not require high professional qualification, with the following exceptions:**

* **an alien intends to start a job in the Republic of Lithuania after he/she has graduated from high school or completed vocational education training program in the Republic of Lithuania and applies with regard to it before a period of two years has elapsed since the date of high school graduation or completion of the vocational training program; or**
* **an alien’s profession** **is in high demand in the Republic of Lithuania and is on the Shortage occupations list by types of economic activity.**