**Foreigner is *the manager of the company and the purpose of his arrival is to work in that company***

**(Law on the Legal Status of Foreigners, Art. 45, pt. 1, para. 2)**

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

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

** *Business plan*;**

** Documents confirming that the company *for at least the last 6*** ***months* before applying for a temporary residence permit in accordance with the business plan, carry out the activities specified in the founding documents in *the Republic of Lithuania*. The following documents may confirm the activities of the company:**

* **documents about the location of the company (e.g. premises lease agreement);**
* **not more than 10 agreements confirming the commercial activity of the enterprise \*;**
* **selected authorization documents if the company requires appropriate permits or licenses to carry out its activities;**
* **documents confirming business operations and economic events of the entity(e.g. bank statement, invoices, cash receipts and expense orders for this company);**
* **accounting records of business transactions and business events (such as the Great Book, Operations Log);**
* **others;**

** *Employment agreements***, **confirming that full-time employees of the Republic of Lithuania, other Member States of the European Union or European Free Trade Association or permanently residing in the Republic of Lithuania receive monthly wage *not less than 2* average monthly gross salaries of employees working in the national economy in the last quarter (including the salaries at private enterprises), as indicated by the Statistics Lithuania;**

** *if one financial year has not passed since the establishment of the company:* documents that value of personal capital of company (in case of non-corporation or joint-stock company - assets) is at least 28 thousand euros (e.g. company financial statements (balance sheet, statement of changes in equity));**

** document confirming that the purpose of arrival of the foreigner is a job in a company (*employment contract*);**

**** **A document confirming that the foreigner has enough funds and (or) receives regular income to live in the Republic of Lithuania, e.g.** ***employment contract.* 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 or the Migration Service, 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)*.***

**The following documents must be submitted to the Public Institution Centre of Registers (Register of Real Estate):**

** company statute (regulations)**

** documents that value of personal capital of company (in case of non-corporation or joint-stock company - assets**) **is *at least 28 thousand euros* (company financial statements (balance sheet, statement of changes in equity)) if one financial year has passed since the establishment of the company;**

** documents that foreigner is the manager of the company.**

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.**

**\*** **Documents issued abroad must be translated into Lithuanian language and certified by an interpreter.**

**The certificate issued by the bank and health insurance certificate 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 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.**