**The foreigner intends to work under an employment contract or a temporary employment contract**

**(Article 44 Part 1 Point 2 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 is submitted via the Lithuanian Migration Information System (MIGRIS);*

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

**** **Number of mediation letter** **submitted by the employer via the Lithuanian Migration Information System (**[**MIGRIS**](http://www.migracija.lt/)**)** (*shall be indicated via ‘MIGRIS’ when filling-out the request regarding the temporary residence permit*);

The mediation letter specifies the purpose of the foreigner's arrival in Lithuania:

* employment under an employment contract; or
* employment under a temporary employment contract; or
* employment under an employment contract after completing studies or training under a formal vocational training programme in Lithuania, where the foreigner applies for a temporary residence permit within 10 years of completing his/her studies or training under a formal vocational training programme; or
* employment under an employment contract where the foreigner has been granted temporary protection or has a temporary residence permit issued on the grounds that he or she cannot return to his or her country of origin because he or she is being persecuted by an undemocratic regime**.**

**If the foreigner will be employed under an employment contract, the employer in the mediation letter:**

* undertakes to employ the foreigner under an employment contract for a minimum period of 6 months and on a full-time basis;
* indicates whether the foreigner has a multi-employer employment contract. In the case of a multi-employer employment contract, the first employer will submit the mediation letter via MIGRIS, indicating the other employers (up to a maximum of 3 additional employers);
* confirms that the employer, or all employers (in the case of a multi-employer employment contract), has been carrying out the activity for which he/she is inviting the foreigner for at least the last 6 months;
* provides information:

 the foreigner's qualification relevant to the work to be done and his/her work experience of at least one year in the last 3 years relevant to the work to be done; **or**

 the monthly salary the foreigner is expected to be paid, which must be at least equal to the average monthly gross salary for the calendar year as published by the State Data Agency;

 *except in cases where the foreigner, having completed his/her studies or training under a formal vocational training programme in the Republic of Lithuania, intends to work within 10 years of completing his/her studies or training under a formal vocational training programme, or where he/she has been granted temporary protection, or where he/she has a temporary residence permit issued on the grounds that he/she is unable to return to the country of origin because he/she is persecuted by an undemocratic regime.*

**If the foreigner will be employed under a temporary employment contract, the employer in the mediation letter:**

* confirms that it is included in the list of temporary employment companies maintained by the State Labour Inspectorate;
* undertakes to employ the foreigner under a temporary employment contract for a minimum period of 6 months and to set a full-time work rate;
* undertakes to pay the foreigner a monthly salary during the period of employment in Lithuania which is at least equal to the average monthly gross salary for the calendar year as published by the State Data Agency, and between secondments - at least 1 MMS;
* confirms that the temporary employment company has been carrying out the activity for which it invites the foreigner for at least the last 6 months;
* provides information:

 the qualification of the foreigner relevant to the work to be done and his/her work experience of at least one year in the last 3 years relevant to the work to be done.

**IMPORTANT!** The employer must make sure that the foreigner has documents proving his/her qualification (diploma, certificate, etc.) and documents proving at least one year of work experience in the last 3 years relevant to the work to be carried out (work book, certificate from the current and/or former workplace).

**** ***An undertaking (confirmation) by the foreigner when completing the application via MIGRIS* that he/she will declare his/her place of residence in an accommodation with a living area of at least 7 square meters for each adult person declaring his/her residence there.**

**The residential area requirement is not applicable for the:**

* **Driver of the International Cargo Transportation Vehicle;**
* **The foreigner, who the employer sends to work in another EU or EFTA Member State under a contract for the provision of services or works in that Member State during the period of your employment there.**

** 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.**

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**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, 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.**