

	Person who arrives to the Republic of Lithuania to work and has a labour permit issued to the alien by the Employment Service under the Ministry of Social Security and Labour of the Republic of Lithuania		
	WORK PERMIT		
	Checklist	Yes	No
1	Completed and signed application form for Schengen visa, as set out in Annex I of the Visa Code. An application is to be completed online at https://visa.vrm.lt/epm		
2	Valid travel document satisfying the following criteria: - its validity period being at least three months longer than the validity period of the requested visa. - It shall contain at least two blank pages; - It shall have been issued within the previous 10 years.		
3	One actual color ID photograph (made no earlier than 6 months ago), size 3.5 x 4.5, the face must occupy 70-80% of the area, the face from the chin to the upper head should occupy 31-36mm		
4	Document proving Travel medical insurance Travel medical insurance shall cover any expenses, which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay in the Republic of Lithuania. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's stay. The minimum coverage shall be EUR 30 000.		
5	Flight / travel reservations or other proof of intended transport.		
6	The Letter of Mediation (request to issue a multiple-entry national visa to a applicants) of the inviting institution, enterprises or organizations of the Republic of Lithuania, where the applicant comes, submitted in accordance with the established procedure The Letter of Mediation is submitted electronically via the Information System of Electronic Services (https://epis.vrm.lt/epis). The electronic information system provides the mediation letter with the number, which the foreigner indicates upon arriving at the VAC.		
7	Labour permit issued to the alien by the Lithuanian Employment Service		
8	A document confirming the alien's qualification. The document must be legalized or apostilized in accordance with the procedure established by legal acts.		
9	Proof of financial means (e.g., last 3 months current personal bank account statement – original document only) and a regular income (e.g., a labour contract): - to live in the Republic of Lithuania (sufficient means of subsistence equal to 1 minimum monthly wage per month – 730 EUR); - to return to the country of his or her origin or a foreign country to which the alien has the right to depart (sufficient amount of funds required to return equals to 1 minimum monthly wage – 730 EUR).		

10	Proof of accommodation for the whole duration of the intended stay (e.g. document from the establishment providing accommodation, proof of private accommodation or any other appropriate document indicating the accommodation envisaged in accordance with the legislation of the Member State concerned).		
11	The following documents shall be presented by either of the categories: a) If the applicant is employed: • Letter Tax Clearance Certificate (TCC); • Employment letter stating the days of leave for employee. b) b) If the applicant is employed by or is owner of a private company: • Certificate of Business Incorporation; • Proof of commercial activities in Nigeria and overseas for businesspersons (e.g. bills of lading, receipt book); • Statement of taxes payment. c) If the applicant is unemployed: • any document proving previous employment (e. g. expired contracts, employment offer letter)		
12	Non-Nigerian Nationals: • Proof of legal residence in the Federal Republic of Nigeria in line with federal legislation(e.g. residence permit, Long-Term Visa), valid for at least three months after the planned return from the territory of the Member states or a document proving that the applicant has applied for a renewal of proof of legal residence. • If not resident, proof of legal presence in the Federal Republic of Nigeria instead of the country of residence		
13	Criminal record certificate. The document must be legalized or apostilized in accordance with the procedure established by legal acts.		

ATTENTION

Pursuant to Article 23 of Visa Act, visa applications may be concluded in 45 calendar days following the date Embassy begins evaluating them. However, in some cases, this process may be extended up to 60 days.

In some exceptional cases, Embassy may demand additional documents in addition to aforementioned ones. Visa application fee is nonrefundable.

Aforementioned documents must be up-to-date at least one week before application date. The older documents are unacceptable.

Officers of VFS Global reserve their right to ask visa applicants questions about their travels during the application.

I acknowledge that I submit my visa application in 45 days before my planned entry in Schengen Zone and therefore my application may not be concluded until my travel date.

Date

Signature

I also acknowledge that if I fail to submit one or more of aforementioned documents, my visa application may be rejected.

Signature of VAC personnel

Signature of Applicant