EMBASSY
OF THE REPUBLIC OF LITHUANIA
TO THE REPUBLIC OF INDIA

No.	CHECKLIST FOR DOCUMENTS TO BE SUBMITTED BY SCHENGEN VISA APPLICANTS IN INDIA	YES	NO	NOTE
	DOCUMENTS TO BE SUBMITTED BY ALL APPLICANTS			
1.	Completed and signed **Schengen visa application form**. To complete the form login - https://www.migracija.lt/en/. To access the application form, choose your nationality from the list, then select the Schengen visa application form and create your login.			
2.	**Two recent** (not older than six months) high definition 35 mm x 45 mm **photos** in colour with white background and face of the applicant must cover at least 80% of the frame, according to the specifications laid down by ICAO			
3.	**Valid passport that should** • Have been issued within the last 10 years • Be of validity exceeding by three months after the scheduled return • Include at least two empty pages *Non-Indian nationals residing in India shall also present the temporary or permanent residence permit granted to the applicant.*			
4.	**Travel medical insurance** from the approved list of Indian travel insurance companies valid for all Schengen-countries. The insurance must cover the applicant for at least 30,000 EUR or equivalent, for all risks e. g. accident, illness, medical emergency evacuation etc. The policy must clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and departure. *Multi-entry visa applicants must have insurance for the duration of the first trip.* *Travel medical insurance is not obligatory for Family Members of EU/EEA/CH citizens (applicants under the directive 2004/38/EC).*			
5.	**Proof of intended means of transport** and itinerary**:** flight reservations to and from Schengen area. *If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.*			
6.	**Proof of accommodation:** • Hotel reservations, rental of holiday home or campus residence reservation. • MIGRIS invitation letter submitted through electronic migration services MIGRIS (https://www.migracija.lt/en) if accommodation is provided by inviting person or company. *If the applicant is travelling to several Member States, proof of accommodation in each of them.*			
7.	**Cover Letter** signed by the applicant explaining the purpose of travel, duration, names of accompanying persons, transport and accommodation details.			
8.	**Proof of financial means** •Original private bank statement showing movements in the **last three months**, **duly stamped and signed by the bank.** • Indian income tax return acknowledgment for the **last two** assessment years; ○ In addition: *If the applicant is employed:* • Pay slips for the last three months; • Employment contract; • Employers' statement on approval for holidays. *If the applicant is a company owner or self-employed:* •Certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.			

	•Business bank account statement and proof of income tax return (barcode verifiable). *If the applicant is sponsored:* •proof of sponsorship by completing a MIGRIS invitation letter. *If the applicant is retired:* • pension statements for the last three months and/or • proof of regular income generated by ownership of property or business.			
9.	**Minors:** •If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided; •If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor; •copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.			
10.	**Students:** • certificates of the establishment at which the applicant is enrolled.			
	DOCUMENTS TO BE SUBMITTED DEPENDING ON THE TRAVEL PURPOSE			
11.	**Journeys undertaken for the purpose of visiting family/friends (including family members of Lithuanian citizens):** •Invitation letter from the family member/friend, including their address and contact details and intended period of stay **or** •MIGRIS invitation letter from the inviting family member/friend, where the applicant relies not on their own means but on the commitment of an inviter or sponsor to provide proof of accommodation and/or sufficient means of subsistence and return to the country of origin or residence. •Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable. **Proof of being a family member of a Lithuanian citizen**: •Marriage certificate or birth certificate (notarized)/Court decision of custody (notarized). •Married in Lithuania: marriage certificate OR extract from the Lithuanian population register (Gyventojų registras). •Married in India (or any other country): marriage certificate (notarized) AND extract from the Lithuanian population register (Gyventojų registras).			
12.	**Business trip:** •MIGRIS invitation letter from the inviting company or organization, where the applicant relies not on their own means but on the commitment of an inviter or sponsor to provide proof of accommodation and/or sufficient means of subsistence and return to the country of origin or residence. •Cover letter from the applicant's employer; Both letters must confirm, as a minimum: a) the applicant's identity; b) the purpose of the journey (meetings, conferences, training or business related events); c) the period and place of intended stay.			

13.	**Journeys undertaken for the purpose of study, research, or other types of internship:** •certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.			
14.	**Journeys undertaken for the purpose of tourism:** •certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans.			
15.	**Journeys undertaken to attend cultural, sports or religious events and for film crews:** •Invitation, entry tickets, enrolments or programs. •For film crews: a) letter from the film company specifying title, synopsis and shooting locations of film; b) complete list of names of travelling crew members along with their roles; c) letter from the agency in the Schengen State confirming arrangements for film permits; d) certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce.			
16.	**Journeys undertaken for the purpose of medical treatment:** •certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in Lithuania; •official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly; •proof of pre-payment of the treatment.			
17.	**Journeys of members of official delegations:** •copy of the official invitation: *Note verbale* issued by the sending authority(ies) concerned confirming: a) the identity of the applicant; b) the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations); c) the period and place(s) of intended stay. *As per bilateral agreement between Lithuania and India – Diplomatic passport holders are exempted from Visa.*			
18.	**Family Members of (non-Lithuanian) EU/EEA/CH citizens (applicants under the Directive 2004/38/EC):** Proof of the EU/EEA/CH citizen's nationality: • Proof of the EU/EEA/Swiss citizen's nationality (e.g. copy of passport). Proof of travelling together with or joining the EU/EEA/CH family member: • Proof of common journey: transport reservations including possible third countries and other Schengen countries. Proof of accommodation. Proof of family tie: Proof of being a family member: marriage certificate or birth certificate / court decision of custody. *If all the below mentioned conditions (1-3)* ***are not fulfilled****, visa application will be processed as a tourist or private visit (family/ friend) application. In this case, choose the correct checklist and submit the required documents accordingly.*			

	1. Union citizen exercises the right of free movement = Union citizen who moves to or resides in a Member State other than that of which he/she is a national. *2. Applicant is a family member of the EU/EEA/CH citizen (spouse, partner in a registered relationship, child under 21 years of age or a direct relative in the ascending line dependent of a Union citizen or a spouse/partner).* *3. The EU/EEA/CH citizen's journey and the family member's journey are related to each other (= the visa applicant travels together with the EU/EEA/CH citizen or follow the citizen later).*			
19.	**Seafarers:** a) Employment contract/appointment letter (showing duration of employment) b) Seaman's book c) MIGRIS invitation letter from the shipping company/ maritime agency of Lithuania where the seafarer will join the boat. The must include the following data: •name and family name of the seafarer; •place and date of birth, passport number, seafarer's book number; •date of issue, period of validity of passport and the seafarer's book; •the seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter); •name and flag of the boat; •port and date of boarding and disembarking; •itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area); •name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. •The shipping company/maritime agency based in Lithuania is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in Lithuania (including in the event of repatriation) and ensure that he or she boards the ship. •Flight reservation (if applicable).			
20.	**Airport transit:** •Visa or other entry permit for the third country of destination. •Documents in relation to the onward journey to the final destination after the intended airport transit.			
	ADDITIONAL DOCUMENTS MUST BE SUBMITTED FOR			
21.	•The current passport's biodata page. •The last page of the passport (for Indian passports). •Entry/exit stamps of the Schengen area from previous passports (if available).			
	OTHER OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLICANT			
22.				

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Important notes:

- The applicant bears responsibility concerning all content of the application.
- Applications have to be submitted not earlier than six months before and **not later than 15 working days** before the intended date of travel.
- Applications are processed within 15 calendar days from the day of arrival at the visa section. When submitting your application via VFS application center, please keep in mind that the visa application will need up to two working days to reach the visa section. Public holidays of the Embassy of Lithuania as announced on our website will not count as working days.
- A booked flight ticket does not result in a preferred processing of the application.
- Submission of the above-mentioned documents does not guarantee that a visa is granted.
- Submission of incomplete documentation may result in the rejection of an application. The visa section is not obliged to ask for submittal of documents already mentioned on this list before denying an application.
- Applicant are advised that during the examination of an application, Embassy may in justified cases request additional documents in accordance with Article 21 (8) of Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas. The Embassy may call applicants for an interview if deemed necessary.
- Affidavit will not be considered as a document of evidence by the Embassy of Lithuania.
- You will not have your passport in your possession during the process of the visa application.
- In case of refusal, visa fees are not refundable.

Declaration of the visa applicant (to be signed by the parent(s) submitting the application if applicant is a minor or by the representative at the VFS VAC on the day of submittal)
• I have taken note of the general and special remarks as mentioned on checklist. • I have been informed that VFS Global does not have any influence on the decision about a visa application. • I confirm that the VFS officer has noted all documents submitted by me and that I want the application in its present form to be forwarded to the Embassy of Lithuania. Date: _____ Name, Surname of the applicant or representative: _____ Signature of the applicant or representative: _____

Confirmation of VFS on the day of submittal
Date of submittal: _____ VFS VAC in _____ Application submitted: by the applicant / the parents as holders of the custody of minor applications / a representative with proper authorization (please cross what is not applicable) I confirm that above this checklist has been filled out together with and signed in front of me by the applicant or his / her duly authorized representative at today's appointment at the above VAC. VFS Officer, Full Name: _____ Signature: _____