

	<u>COMMERCIAL</u>			
	List of Required Documents	YES	NO	N/A
1	The Schengen visa application form must be filled in on the following website: 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	A valid travel document satisfying the following criteria: <ul style="list-style-type: none"> • 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	2 colour photos of the person <ul style="list-style-type: none"> • Actual (made no earlier than 6 months ago), size - 3.5 x 4.5 cm, printed on photo paper; • The face must occupy 70-80 % of the area, the face from the chin to the upper head should occupy 31-36 mm; • The background is white and monochrome; • The person in the photo must be without sunglasses; • The person in the photo must be free of headwear or other items that cover the head except for the obligatory religious headwear; • Glasses cannot have darkened lenses; • The picture cannot have any lighting effect; • Eyewear should not cover eyes; • The mouth in the picture must be completely closed. 			
4	Electronic invitation code (request to issue a Schengen visa to applicant) of the inviting citizen or resident of the Republic of Lithuania issued in accordance with the established procedure. Letter of invitation is submitted electronically using Lithuania's migration service portal MIGRIS (https://www.migracija.lt/). The invitation letter is issued with the unique number, which must be presented upon arriving at the VFS office.			
5	Proof of adequate travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during stay. The minimum coverage must be 30.000 EUR.			
6	Proof of confirmed roundtrip flight ticket or reservation to the country of final destination and to the country of origins or residency, or other proof of intended transport. If travelling by car originals and copies of car registration and insurance documents must also be provided.			
7	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). <i>Note: If the information regarding accommodation is included in the Mediation Letter, the applicant does not have submit additional proof of accommodation.</i>			

8	<p>Proof of financial means:</p> <ul style="list-style-type: none"> • <u>If applicant will use his/her own means of subsistence</u>, last 3 months current bank account statement with a balance proving to have sufficient means of subsistence both for the duration of the intended stay and for the return to Türkiye or your country of origin (minimum of 50 EUR per day). • <u>If applicant is a student or unemployed whose means of subsistence will be provided by another individuals</u>, then a notarized copy of "Letter of Guarantee" prepared and signed by sponsor as well as original copy of current bank statement signed and stamped showing a sufficient balance to cover the travel expenses of the applicant (50 Euro per day). <p><i>Note: If the applicant is supported by spouse, should be also provided a marriage certificate.</i></p>			
9	Other documents (agreement copy, etc.) showing the existence of trade relations or relations for business purposes.			
10	For attendance to a fair the entry card or documents about participation.			
11	<p><u>If the applicant is employed:</u></p> <ul style="list-style-type: none"> • General employment letter: recent (not older than one week), official and signed original letter from employer (headed letter with name, position of signatory and date of issue, address, recent telephone number and registration number in Türkiye) and signed and stamped payslips for the last 3 months. • Self-employment: recent original letter from accountant, banker or solicitor (official headed letter with name, date of issue, address, recent telephone number and position of signatory and registration number in Türkiye) stating self-employment or business ownership in Türkiye and letter from the tax authorities. • Unemployed: social benefit entitlement letter. • SGK (social security) registration document and service document (SGK tescil ve hizmet dökümü) with readable QR code (for Turkish citizens and residents only). 			
12	<p><u>If the applicant is employed by or is owner of a private company:</u></p> <ul style="list-style-type: none"> • The company registration in the chamber of commerce and a copy of the bulletin of the trade register; • Recent statement of taxes payment; • Company activity certificate (Faaliyet Belgesi); • SGK service document (SGK hizmet dökümü) with readable QR code. 			
13	<p><u>If applicant is a retired person:</u></p> <ul style="list-style-type: none"> • His/her retirement document and detailed vital record; • SGK service document (SGK hizmet dökümü) with readable QR code. 			
14	Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği)			

15	<p><u>For Turkish nationals</u>, a copy of Identity Card.</p> <p><u>For non-Turkish nationals</u>, proof of legal residence valid for at least 3 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 Republic of Türkiye and justification for submitting visa application in the Republic of Türkiye instead of the country of residence.</p>			
16	Copy of passport's first page and Schengen visas received in the last 3 years.			

ATTENTION

- Pursuant to Article 23 of Visa Code, visa applications may be concluded in 15 calendar days following the date Embassy begins evaluating them. However, in some cases, this process may be extended up to 45 days.
- In some exceptional cases, Embassy may request additional documents in addition to aforementioned ones.
- Aforementioned documents must be up-to-date; not older than one week upon submission of application. The older documents are unacceptable.
- Applicants might be invited to an interview by the Embassy.
- Visa application fee is non-refundable.
- 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 at least 15 days before my planned entry in Schengen Zone; otherwise, 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