

Schengen Visa for BUSINESS

1. **Schengen visa application form**, fully completed and signed by the applicant.
2. **Original valid passport or travel document**. It must be valid at least 3 months beyond the end of the intended visit. It must be issued within the previous 10 years and have at least 2 blank visa pages.
3. If applicable, copies of previous Schengen visas issued within the past 5 years.
4. **One recent passport photo** (35x45 mm) in color with white background, taken within the last six (6) months. Side photos, digital files and photocopies will not be accepted.
5. **Original proof of residency in the USA**, e.g. a valid residence permit (aka: green card) or valid US resident visa: A, E, F plus endorsed I-20 by competent authority, G, H, I, J plus J1 documents, L, O, R. The US residence permit or visa should be valid at least three months beyond the intended departure from the territory of the Schengen area.
6. **Proof of confirmed (fully paid) flight reservation or other proof of intended transport and a full travel itinerary** (if several Schengen countries will be visited or if the trip covers several Schengen countries and non-Schengen countries).
7. **Proof of accommodation**. Evidence of hotel bookings or travel plan for the entire stay in the Schengen area: confirmed hotel reservations, stating your full name, address and telephone number of the hotel, including confirmation number.
8. **Letter of invitation from the host company. The letter must be printed on the official company letter** stating the kind of business, purpose and duration of the business trip(s). and, if applicable, a confirmation that all expenses are fully covered.
9. If the host company covers the costs of accommodation and/or the costs of the entire stay, including the means to return to the US or your country of origin, a **Mediation Letter by the inviting party** must be submitted. It must be submitted electronically through the Lithuanian Migration Information System [MIGRIS](#). The applicant has to provide a number of the Mediation Letter.
10. **A recent reference letter from your employer** (including your position, salary and duration of employment) **or school** (confirming your enrollment). The letter must be printed on the official company letter, signed, stamped and dated. If self-employed, an original or a notarized copy of a business license.
11. If requested, a valid visa in your travel document for the country you are visiting after leaving the Schengen area.
12. Proof of **sufficient financial means**:
 - **bank statements from the last 3 months**, listing your full name and address;
 - **proof of regular income** e.g. pay slips of the **last 3 months**.
If self-employed, tax return from previous fiscal year or proof of previous economic activity and of an income during previous fiscal year.
13. **A letter from your insurance company** and a copy of your insurance card, with **your name, dates, coverage area, confirming international coverage** of at least **30.000 EUR (Euros)** (around USD 40,000) for each of the following items:
 - **Emergency medical expenses;**
 - **Emergency hospital treatment;**
 - **Repatriation for medical reasons;**
 - **Repatriation of mortal remains.**The insurance must cover the entire period of an intended stay and be valid in all Schengen countries.
14. If you wish to collect your passport by mail: applicants applying at visa centers must provide a Fedex envelope.