

## THE MAIN STEPS TO GET A TRP *(only from abroad)*:

### STEP 1: REGISTRATION FOR UNIVERSITY MEDIATION LETTER [\(HERE\)](#)

The mediation number from the University is **obligatory** to book an appointment at the VFS Global Center.

**Note:** It is usually issued within 5-7 days. You will need the reference number of this document, in order to finish your TRP application.

**STEP 2: CREATE AN ACCOUNT** at [www.migracija.lt](http://www.migracija.lt) to fill up application and provide copies of documents online. When you start to fill up application for TRP. You need to choose:

- Application provided by - **PERSONALLY.**
- Requested body - **EXTERNAL SERVICE PROVIDER.**
- Procedure for processing the application – **GENERAL ORDER.**

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### STEP 3: BOOK AN APPOINTMENT AT THE VSF GLOBAL CENTER

**STEP 4: ARRIVE AT THE VSF GLOBAL CENTER ON YOUR TIME** and you need to provide all original documents and pay fees at the VFS global center. All documentation provided with your application has to be genuine and valid.

**STEP 5:** VSF Global Center collect documents and forward to the Migration department of Republic of Lithuania.

**STEP 6:** When the migration department receives your documents, they will invite you to a **motivational interview online.**

**STEP 7: Decisions on the issuance** (or non-issuance) of a temporary residence permit are made by specialists of the Migration Department. It takes from 1 to 3 months to examine the application and make a decision.

**STEP 8: You will receive the TRP card through a courier and only then will you be able to come to Lithuania.**

Note: If you have visa-free entry to Lithuania, you can pick up the TRP card upon arrival in Lithuania, in which case you do not need to order a courier service.

## A CERTIFICATE REGARDING CONVICTION/NON-CONVICTION

1. When applying for a temporary residence permit (TRP), students must submit a certificate regarding conviction/non-conviction issued in the countries where they have lived for up to 2 years. **These certificates must be legalized or Apostilled.**

2. It is not necessary to legalize or confirm the Apostille of the criminal record issued by:

- diplomatic missions or consular offices of foreign states residing in the Republic of Lithuania.
- diplomatic missions or consular offices of a foreign state, resident and accredited.
- in states with which Lithuania has signed a legal aid agreement (Estonia, Latvia, Moldova, Ukraine).

3. If the document to be legalized is electronic (electronic criminal record), it does not need to be certified by an Apostille or legalized. The foreigner must confirm the document in the presence of the employee accepting the application on the website of the state institution that issued it and submit the application to the employee accepting the application.

4. If the document is on paper, it must be certified by an Apostille certificate, and if the country that issued it is not a party to the Hague Convention on Apostille, the document must be legalized (twice by the country that issued it and by the Ministry of Diplomatic Affairs of Lithuania or the Ministry of Foreign Affairs).

### NOTE:

- The Migration Department understands that the process is very complicated, so students will be able to submit an incompletely legalized certificate (i.e., without a secondary stamp from the institutions of Lithuania)

- Before applying for a mediation letter, the student must inform the university personally (by e-mail [milda.mankeleviciene@ismuni.lt](mailto:milda.mankeleviciene@ismuni.lt) ) that a certificate regarding conviction/non-conviction is not fully legalized. In this case, the university will issue an additional document which will allow to submit documents for TRP.

- Upon arrival in Lithuania, the student must submit a fully legalized document to the Migration Department within 3 months, otherwise the temporary residence permit (TRP) will be canceled.

**Note:** You need book an appointment for document legalization at the Ministry of Foreign Affairs of the Republic of Lithuania in advance.

[www.urm.lt](http://www.urm.lt) – Eng – Travel and Residence – Consular Issues – Legalization of documents

## LIST OF DOCUMENTS (TO ISSUE TRP):

1. **Valid travel document.**
2. **Number of the mediation letter** from the university.
3. **Document regarding sufficient subsistence funds** (Bank statement – at least 5100,00 Euro)
4. An undertaking (confirmation) that you will **declare your place of residence in Kaunas.**  
*To be ticked when completing the application via MIGRIS); Pay attention: don't need to provide a certificate about living place.*
5. **Certificate regarding conviction/non-conviction (obligatory** - legalized and/or certified (Apostille).  
*From all foreign countries, wherein you lived prior to entering the Republic of Lithuania or have been living for the past 2 years (save for those cases when you were living in the foreign country less than 6 months)*
6. **Health insurance must conform to such requirements:**
  - 6.1. *The insurance must guarantee the payment of emergency medical care services, as they are defined in the Law of Health Care System of the Republic of Lithuania, and expenses that could emerge due to the alien's return to the foreign country for health-related reasons (transportation, including, the accompanying of health care specialist(s)); and*
  - 6.2. *The insurance must be valid for the whole duration of the requested temporary residence permit or for at least one year.*
  - 6.3. *The consent of the parents or one of them, the guardian (custodian) or another legal representative for the intended stay (studies) in the Republic of Lithuania, ONLY if you are a minor.*

- **YOU MUST PAY THE PUBLIC FEES:**

*For the acceptance, review of the request to issue/change the temporary residence permit, adoptions of decisions and issuance of the temporary residence permit.*

*Based on the general procedure - 60 EUR; (**ONLY ONE OPTION**, when you are from abroad)*

- **DECISIONS REGARDING THE ISSUANCE OF THE TEMPORARY RESIDENCE PERMITS ARE ACCEPTED AND TEMPORARY RESIDENCE PERMITS ARE ISSUED:**

*Based on the general procedure - within 2 months.*

- **FOR OBTAINING OF A TEMPORARY RESIDENCE PERMIT YOU ARE REQUESTED:**

*you MUST apply for a temporary residence permit through **an external service provider** when you are absent from Lithuania.*

- **THE LATEST INFORMATION YOU MUST CHECK AT THE MIGRATION WEBSITE:**

<https://www.migracija.lt/esu-studentas1>

[www.migracija.lt](http://www.migracija.lt) - SERVICE INFORMATION - CITIZEN OF OTHER COUNTRIES - STAYING MORE THAN 3 MONTHS - SCIENCE - I WANT TO RECEIVE A TEMPORARY RESIDENCE PERMIT - I'M A STUDENT