



**CONSULATE GENERAL OF THE REPUBLIC OF LITHUANIA
IN CHICAGO**

Schengen Visa for BUSINESS

1. **Original valid passport or travel document.** Must be valid for at least three months beyond the planned stay and been issued within the previous ten years. Please note passport needs to have at least two (2) blank visa pages.
 2. **A copy of previously issued Schengen visa within 3 years and a copy of old passport if so.**
 3. **Schengen visa application form**, fully completed and signed by the applicant: applications, which are not duly completed, dated and signed, will not be accepted.
 4. **Two (2) recent passport photos** (35x45 mm) in color with white background, taken within the last six (6) month. Side photos, digital files and photocopies will not be accepted.
 5. **Original proof of residency in the USA**, e.g. a valid permanent resident card (green card), H1B visa, F-1 visa (plus copy of I-20), etc. USA legal status must be valid for at least three months beyond the planned stay. B1/B2 USA visa holders are not eligible to apply for a Schengen visa in USA.
 6. **Letter of invitation from the host company. The letter must be printed on the official company letter** and has to include your name as listed in your passport (family name in capital letters) specifying the nature of the visit, confirmation about accommodation if so, contact information and etc. The letter must be signed by the inviting company supervisor and must include the dates of your visit as well as information about your payment during your stay.
 7. **A copy of confirmed flight reservation or other proof of intended transport and full itinerary of flight or other type of transport** (if several Schengen states will be visited or if the trip covers several Schengen states and non-Schengen countries).
 8. **Hotel reservation for every night you intend to spend in a Schengen country.** If your hotel reservation is covered by the inviting/sending company, in their invitation/reference letter this information should be included (your name, hotel name, address, phone number and e-mail, booking number, check-in and check-out dates).
 9. **A recent reference letter from your employer** (including your position and salary) **or school** (confirming your enrollment). If you are self-employed please include a copy of your business license, tax and bank statement.
 10. If requested, a valid visa in your travel document for the country you are visiting after leaving the Schengen territory.
 11. Proof of **sufficient financial resources: bank statements and paystubs from last 3 months**, listing your full name and address.
 12. **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.**
- (!) NO DEDUCTIBLE (zero).**

If you do not have insurance, or your insurance company cannot provide such specific letter, you must purchase insurance for the entire duration of your trip and provide a visa letter.

13. If you wish to collect your passport by mail: **UPS only: one prepaid, self-addressed return envelope with tracking number**

14. The Schengen visa fee.