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| | LITHUANIA SHORT STAY SCHENGEN VISA | | |
| | BUSINESS | | |
| | Checklist | Yes | No |
| 1 | Completed and signed application form for Schengen visa, as set out in Annex I of the Visa Code. An application is to be completed online at https://visa.vrm.lt/epm | | |
| 2 | 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 | One color ID photograph (made no earlier than 6 Months ago),size 3.5 x 4.5, the face must occupy 70-80% of the area, the face from the chin to the upper head should occupy 31-36mm | | |
| 4 | Copies of valid US, UK, Canada and any Schengen Visa. | | |
| 5 | Document proving Travel medical insurance Travel medical insurance shall cover any expenses, which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during their stay in the Republic of Lithuania. The insurance shall be valid throughout the territory of the Member States and cover the entire period of the person's stay. The minimum coverage shall be EUR 30 000. | | |
| 6 | Proof of the itinerary: Flight / travel reservations and other proof of intended transport. (e.g. a confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans such as a reserved return ticket); if not available, adequate written description of the planned journey. | | |
| 7 | Confirmed proof of accommodation confirmation of the booking of an organised trip or any other appropriate document indicating the envisaged travel plans such as a reserved return ticket); if not available, adequate written description of the planned journey. | | |
| 8 | If child below 18; <ul style="list-style-type: none"> Copy of the Birth Certificate issued by National Population Commission(compulsory) A Parent who is not travelling with the child should give a written consent in the form of a Sworn affidavit issued by a High court including the parent's identity photograph and copy of his/her passport If the child is under sole guardianship of one of the two parents, a court order declaring full custodianship of the said parents has to be submitted. Letter from the school stating the class attended and given permission of absence. | | |
| 9 | Verifiable evidence of sufficient means of subsistence during intended stay such: <ul style="list-style-type: none"> Personal bank Statement on the account turnover during the last 3Months. Proof of regular income e.g. Salary slips of the last three months(or similar) Regular income generated by property. | | |

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| 10 | Any proof of ties in Nigeria (e.g. marriage certificate, proof of real estate property) | | |
| 11 | Proof of sponsorship: formal invitation from the company based in the Member State of destination. An invitation should contain relevant personal data on the invited person, purpose of the visit and duration of stay. Invitation e-code or ID number must be provided | | |
| 12. | Proof of commercial activities in Nigeria and recent business contacts, ongoing commercial relationship with the company that invites the person (e.g. contracts, bills, commercial correspondence). | | |
| 13. | TCC (Tax Clearance Certificate) and Certificate of Business Incorporation (certificate of registration of a company or business). | | |
| 14. | In the case of participation in conferences, fairs, seminars or congresses: <ul style="list-style-type: none"> • Proof of registration, entry tickets for events, information on participation in conference, business correspondence, programme of the business trip; • Other documents proving the existence of trade or work relations. | | |
| 15 | a) Proof of employed: <ul style="list-style-type: none"> • Employment letter stating the days of leave for employee; • Pay-slip covering the last three months b) If the applicant is employed by or is owner of a private company. <ul style="list-style-type: none"> • Certificate of Business Incorporation • Proof of commercial activities in Nigeria and overseas for businesspersons (e.g. bills of lading, receipt book); • Proof of commercial activities in Nigeria and overseas for businesspersons (e.g. bills of lading, receipt book); | | |
| 16. | Non-Nigerian Nationals: <ul style="list-style-type: none"> • Proof of legal residence in the Federal Republic of Nigeria in line with federal legislation(e.g. residence permit, Long-Term Visa), valid for at least three 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 Federal Republic of Nigeria instead of the country of residence. | | |

ATTENTION

Pursuant to Article 23 of Visa Act, 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 30 days or 60 days.

In some exceptional cases, Embassy may demand additional documents in addition to aforementioned ones. Visa application fee is nonrefundable.

Aforementioned documents must be up-to-date at least one week before application date. The older documents are unacceptable.

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 in 15 days before my planned entry in Schengen Zone and therefore 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