



EMPLOYMENT VISA CHECKLIST		YES	NO
1	Long stay visa application form completed online, printed, and signed by the applicant.		
2	One recent color photograph (size 35mm x 45 mm), taken in the last 6 months, white background.		
3	Passport with a period of validity extending at least three months after the intended date of departure from Latvia or other Schengen Member State and containing at least two blank pages. Copies of the identification pages and the pages that contain information about previously issued visas.		
4	UK residence permit or long-term visa valid until the intended departure from the UK (not required for British passport holders)		
5	Invitation approved by the Office of Citizenship and Migration Affairs (OCMA). An invitation by applicant's employer in Latvia that is approved by the OCMA. The invitation should be dated not later than 6 months prior to the application date.		
6	Employment agreement. A copy of a signed employment agreement.		
7	Proof of sufficient financial means. Original private bank account statement showing the transactions during the last three months or an UK employer's payslips for the last three months.		
8	Proof of accommodation (if accommodation is not provided by employer). If the stay will be at an accommodation owned by a physical person, a notarised document is required stating that the owner of the property consents to the stay and a copy of the entry into the Land Registry confirming the ownership of the property.		
9	Proof of the previous employment. Originals presented and copies of your prior employment proof to be submitted.		
10	Proof of the previous education. Originals presented and copies of your prior education diplomas and mark sheets must be submitted. Education has to be obtained in the same field as planned employment.		
11	Travel medical insurance for 90 days starting with the Schengen area entry date. The minimum coverage of 42,600 EUR including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as medical transportation and repatriation.		
12	Flight itinerary for the first entry into Latvia. Please note that the Embassy is not responsible for purchased tickets in case of the visa refusal.		
13	Visa fee of 90 EUR		

Note: The Embassy of Republic of Latvia can request additional documents at any point of the processing of the application.

The visa fee is non-refundable.

REMARKS

Applicant/Agent Name :

Signature:

VFS Staff Name :

Signature:

Date :