4.1. CHECKLIST FOR FILING YOUR APPLICATION

Please read carefully the checklist and fill out the application form thoroughly. The printed and signed checklist is submitted with the application form at visitor's appointment.
According to the Visa Code, the Embassy of Lithuania in South Africa is only responsible for processing application if your main destination is Lithuania.
Submission of false documentation or incorrect information will most likely result in a refusal or even a travel ban to Lithuania and other Schengen States.
The submission of incomplete documentation can result in a refusal. The Lithuanian Embassy in South Africa reserve the right to ask for additional documentation at any time during the processing of the application whenever deemed necessary.
Documentation sent via e-mail, courier or post, which has not been requested, will not be allocated to an application.
Please read the checklist and fill out the application form thoroughly. The printed and signed checklist has to be submitted with the visa application.
Please sort enclosures exactly in the following order:

1.	One completed visa application form	1. The Schengen visa application form should be filled in on the following website: https://www.migracija.lt/en/ To access the application form, choose your nationality from the list, then select the Schengen visa application form and create your login. 2. Fill in the data fully and correctly 3. Submit application 4. Download and print PDF file, and sign the application	☐
2.	Consular fee	Visa application processing fee (non-refundable) http://za.mfa.lt/za/en/consular-fees has to be paid on the spot. No cash accepted. Debit or credit cards only.	☐
3.	Photo	Recent passport style photo. Check for biometric specifications on http://za.mfa.lt/uploads/za/documents/Vizos/ICAOPhotographGuidelines.pdf	☐
4.	Passport Original + 1 copy of the data page	1. Valid and signed passport (must have been issued within the last 10 years) must have at least two blank pages and be valid for at least 3 months after the scheduled return 2. Passport copy of pages containing personal data 3. Copies of all previous Schengen visa(s) –if not contained in passport(s) submitted with the application 4. Non-South African citizens must provide a valid entry visa or residency/work permit which allows reentering South Africa upon the end of the journey 5. Previous passports (non-SA citizens) 6. Applicant exiting Lithuania and returning to South Africa via another country needs to present the relevant visa for the country.	☐ ☐ ☐ ☐ ☐ ☐
5.	Additional documents for children under the age of 18	1. Full unabridged birth certificate (containing father's and mother's name) in original and copy 2. Certified (approved) declaration of consent signed by both guardians/parents in original and copy 3. Certified (approved) copy of first page of passport of parents/legal guardian(s)	☐ ☐ ☐
6.	Special cases for children under the age of 18	1. One parent/legal guardian is deceased: copy of death certificate 2. Sole custody has been granted: copy of decree of the competent court	☐ ☐

7.	Proof of employment	1. If employed current letter of employment with original stamp / signature and a copy of the contract from company stating monthly wages 2. If self-employed: company registration document from SA Companies and Intellectual Property Commission or SA Revenue Service 3. If student: current proof of school/university registration certifying the student status and confirming that the student is exempt from attending lectures during the requesting travel period, with an original stamp / signature 4. If medical doctor: valid license to practice from HPSCA and copy of the HPCSA-card 5. If other employment situation: current proof of occupation	☐ ☐ ☐ ☐ ☐
8.	Proof of sufficient means of subsistence during the intended stay	1. Minimum of **40 (forty) Euros**, **per person, per day** 2. Unless all the expenses are covered by the employer or the host, personal bank statement(s) showing movement of the funds during the past three months. Statement(s) must contain the valid contacts of the bank for the purpose of verification. 3. Formal obligation letter of your financial sponsor (if applicable), duly notarized and legalized (Apostillized) - http://www.dirco.gov.za/consular/legalisation.htm	☐ ☐ ☐
9.	Supporting documents proving purposes of travel	**1. Documents to be submitted when travelling for the purpose of tourism, sports events, business, attending specific events (conferences, workshops, short-term courses and research, official meetings, cultural events, exhibitions, fairs, training events, etc.:** 1.1. Invitation letter, certified on MIGRIS - https://www.migracija.lt/ 1.2. Proof of accommodation including complete address (addresses) for the entire duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation certified on – MIGRIS -https://www.migracija.lt/ ; 1.3. If applicant is going to stay with relatives or friends, invitation certified on MIGRIS- https://www.migracija.lt/ ; 1.4. Temporary leave letter of your company (if employed); 1.5. In case of a pre-paid tour, details of the tour operator and a proof of payment of the pre-paid tour; 1.6. Round trip tickets or ticket reservation and detailed travel itinerary, including dates and flight numbers, rail or bus tickets and other if applicable, specifying the dates of entry of the territory of the Member State, dates and places of traveling inside and exit from the territory of the Member State; 1.7. Valid travel medical insurance to cover any expenses, which might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death, during the entire duration of stay or transit in the Schengen area. Insurance policy must include full name, policy number, period and area of cover, medical coverage of ZAR equivalent to 30 000 EUR, and summarized schedule of benefits. **No Deductibles, no Excess!** *1.7.1. The list of travel insurance agencies which meet criteria of Article 15 of the Visa Code "Travel medical insurance":* *TRAVEL INSURANCE CONSULTANTS (TIC)* *TRAVEL GUARD CHARTIS* *ABSA INSURANCE* *AXA ASSISTANCE* *REGENT* *ALLIANZ* *ACE / CHUBB*	☐ ☐ ☐ ☐ ☐ ☐ ☐

		HOLLARD / OOJAH *OTHER RELIABLE WORLD KNOWN INTERNATIONAL INSURANCE COMPANIES* *(Some medical aid companies, such as DISCOVERY, MOMENTUM & PROFMED, automatically provide travel insurance to their members)* **2. Additional documents to be submitted when travelling for the purpose of sports events, business, attending specific events (conferences, workshops, short-term courses and research, official meetings, cultural events, exhibitions, fairs, training events, etc.:** 2.1. For persons attending above listed events: document (s) proving applicant's participation in the event. 2.1.1. Proof of registration, proof of payment, invitation of the organizers, certified on MIGRIS - https://www.migracija.lt/ (more info about Information System of Public Services on https://migracija.lrv.lt/lt/naujienos/paprasteja-kvietimu-teikimo-tvarka) 2.1.2. If expenses will be covered by the host / financial sponsor / employer this has to be clearly indicated in the invitation 2.2. For official visits: a Note Verbale from the Department of International Relations and Cooperation of the RSA / Ministry of Foreign Affairs and the letter from the relevant South African / other ministerial department, is required	☐ ☐ ☐ ☐ ☐
10.	Declaration, signatures	1. I hereby declare that I have read and understood the information, especially the information with regards to false and incomplete documentation. 2. I agree that the Lithuanian Embassy may shorten the validity of my visa, without prior consultation, as long as it is legally permissible or necessary. 3. I accept that my passport has to remain with the Lithuanian Embassy and cannot be withdrawn during the processing of my application. Name, Surname, signature of the Applicant _____ Place, date, (dd,mm,yyyy) _____ (in case of minors under the age of 18, signatures of custodians)	☐ ☐ ☐