Migration procedures

for non-EU citizens

Students who intend to study in Lithuania for more than one year have to apply for the issuance of Temporary residence permit (TRP). The main difference between visa and TRP is that visa cannot be extended, while TRP can. Only having TRP you can: apply for Lithuanian (international) driving license and/or use additional suggestions from Migrants Teaching Centre (trips, excursions, etc.).

✔ Application for TRP must be submitted in Kaunas Migration Office.
✔ TRP is valid for one year after you get it.
✔ Student must be in Lithuania every time on the day of TRP expiration day to replace the old TRP with the new TRP.

STUDENTS WHO HAVE VISAS must apply for issuance of Temporary Residence Permit at least 4 months before the expiration of visa. It means that you should start preparing the necessary documents 5-6 months before the expiration of your visa. The main documents that you have to prepare are the bank statement and the police clearance certificate (from all the countries you stayed for longer periods before coming to Lithuania).

STUDENTS WHO HAVE JUST RECEIVED TRP must declare their living place, otherwise the migration may cancel your TRP.

STUDENTS HAVING TRP must apply for the TRP extension 2-3 months before the expiration of the card.
**TRP application documents**

Documents necessary for TRP application:

1. **Print-out from Lithuanian bank** (not older than 1 month and in Lithuanian language) showing that you have a sufficient amount of money to live in Lithuania – it should be at least 2100 EUR (in any currency - EUR, USD, etc.) in your account. Please go to your bank and ask the cashier to print it, stamp and sign. It should cost about 1-5 EUR depending on the bank.

   *If you get a scholarship covering the tuition fee and living expenses, ask the supporting institution to issue an official confirmation. It should be indicated that your tuition fee is covered and you get particular amount of money for the living expenses each month.*

2. **A valid passport and visa or TRP** plus photocopies – you have to make copies of all the pages in the passport containing visas, stamps etc. Copies of the empty pages are not necessary.

3. **An application form** (you can get it at the Migration Office or KTU International Studies Office).

4. **One photo** (40x60 mm, colour), not older than 12 months.

5. **Documents confirming your status in KTU** (prepared by KTU International Studies Office).

6. Application fee of 86 EUR can be paid inside Kaunas Migration Office by your personal debit or credit card (having “chip”). If you want to pay at the bank, please ask KTU International Studies Office about the bank account details.

*If you rent a flat* - when you start preparing print-out from Lithuanian bank for TRP extension please **update the International Office with the details of your current living place** (the exact address of the flat and the name, surname and phone number of the flat owner are necessary). Please also consider if you are allowed to declare your living place in the flat that you are renting*.

*A student who is renting a flat must go to the Migration Office together with the flat owner when submitting application for TRP. The flat owner must have a passport or identity card, documents proving the ownership of the flat are not necessary. If your flat owner is a busy person or lives abroad, please consider this when preparing for TRP application and arrange everything in advance.*

**Passport must be valid at least 6 months after the expiration of your visa or TRP.** If the validity of your passport is shorter, you will have to make a new passport.

TRP application documents have to be submitted in Kaunas Migration Office:
Address: Chemijos St. 4b
TRP formalization process

Usually the e-mail about TRP decision is sent at least 1 week before the expiration of visa or TRP. If you did not get any information by e-mail, please re-check with Kaunas Migration Office regarding the status of your application. Be aware that TRP formalization process is done at Kaunas Migration Office before the expiration of visa or TRP by submitting application for the card:

- Application fee of 28 EUR can be paid inside Kaunas Migration Office by your personal debit or credit card (having “chip”).
- To have passport with you. Also, if you are applying for TRP card first time – please have passport copy (only main page with photo) and copy of your visa.
- To have a health insurance (can buy it inside Kaunas Migration building).

DECLARATION of the living place

Students who have already taken TRP cards must declare their living place by presenting the following documents to the Municipality Office (Seniūnija):

1. A valid passport and TRP;
2. Declaration form:
   a) If you live in KTU dormitory or KTU Guest House, take the confirmation about your living place from the KTU Accommodation Centre in Gričiupio St. 13 (KTU dormitory No. 10) and present this form to GRIČIUPIO Municipality Office:

<table>
<thead>
<tr>
<th>GRIČIUPIO Municipality Office</th>
<th>Office hours:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: Chemijos St. 11,</td>
<td>I     8:00 - 17:00</td>
</tr>
<tr>
<td>Kaunas</td>
<td>II    8:00 - 17:00</td>
</tr>
<tr>
<td>Tel. +370 37 451333</td>
<td>III   8:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>IV    8:00 - 17:00</td>
</tr>
<tr>
<td></td>
<td>V     8:00 - 15:45</td>
</tr>
<tr>
<td></td>
<td>Lunch time  12:00 - 12:45</td>
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</tbody>
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b) If you rent a flat privately, declaration form has to be signed both by the student and by the flat owner in the Municipality Office. The flat owner must bring the document stating that he/she owns the flat (confirmation from the Real Property Register (pažyma is Turto registru centro)).

NOTE – if you rent a flat, the declaration place (Municipality Office) can be different (ask the flat owner or KTU International Office if you do not know it).