



<b>EMPLOYMENT VISA (LONG-STAY) - CHECKLIST</b>		<b>YES</b>	<b>NO</b>
1	<b>Long Stay Visa application form</b> completed online, printed, and signed by the applicant.		
2	<b>One photo</b> (size 35mm x 45 mm) taken during visa submission-Live Photo		
3	<b>Passport</b> with a period of validity extending at least three months after the intended date of departure from Latvia or other 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	<b>Number of invitations approved by the office of Citizenship and Migrations Affairs</b> - the invitation should be dated not later than 6 months prior to the application date		
5	<b>Travel Medical Insurance</b> – an insurance policy to be valid in the Republic of Latvia and Schengen member states (the minimum liability limit of the insurer specified in the policy must not be less than <b>42,600 EUR</b> during the insurance period and including the costs of urgent medical attention and/or emergency hospital treatment in case of an illness as well as medical transportation and repatriation in the event of death)		
6	<b>Employment Agreement</b> - a copy of a signed employment agreement must be submitted along with the documents.		
7	<b>Proof of sufficient financial means</b> - minimum account balance <b>700 EUR</b> (for first month) Original private bank account statement showing the movements during the last <b>three months</b> with balance confirmation letter from the bank duly stamped and signed by the bank; <b>Proof of Sponsorship</b> – copy of declaration of sponsorship certified by public notary. Proof of professional status of the sponsor – contract of employment, pay slips for the last 3 months; self-employed – certificate of registration of the Company, company’s bank statements for the last three months dully signed and stamped by the bank.		
8	<b>Proof of Accommodation (if accommodation is not provided by employer)</b> - if the stay will be at an accommodation owned by a physical or a legal person, you will be required to provide a notarised document that the owner of the property, or their representative with power-of-attorney, consents to the stay as well as a statement from the land registry proving that the property belongs to the person giving consent and that they have the right to rent it.		
9	<b>Proof of the previous employment</b> if such is required in accordance with Latvian legislation The originals of these documents must be presented to VFS global and copies must be prepared for the embassy.		
10	<b>Proof of the Previous Education</b> if such is required in accordance with Latvian legislation The originals of these documents must be presented to VFS global and copies must be prepared for the embassy.		
11	<b>Flight reservation or other proof of intended transport</b> - please note that the Embassy is not responsible for purchased tickets in case of the visa refusal.		
12	<b>Visa fee of 60 EUR</b>		

**Note: Applicant could be asked for additional documents if desired by The Embassy of Republic of Latvia, Baku.**

**The visa fee, according to Immigration law, is non-refundable.**

Applicant/Agent Name : .....

Signature: .....

VFS Staff Name : .....

Signature: .....

Date : .....