

## MALTA VISA APPLICATION CENTRE

### CHECKLIST FOR A VISA FOR APPLICATIONS TO WORK IN MALTA

Name:

Passport No:

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English.			
2.	Passport valid for at least three months after the expiry date of the visa being requested and containing at least two blank pages.			
3.	Passport photocopy of the bio-data page and other pages that have observations, visa stickers or stamps. Previous passports, if any, should also be photocopied in the same manner.			
4.	Two (2) passport-size photographs bearing a true likeness to the applicant taken against a white background, with face clearly visible.			
5.	Proof of Accommodation in Malta			
6.	Proof of a valid travel medical insurance policy valid throughout the Schengen area for the duration of 120 days with a minimum coverage of 30,000 Euros including <b>COVID19</b> (where applicable and according to ETC license requirements.			
7.	<p>An original invitation letter signed by the employer that clearly states:</p> <ul style="list-style-type: none"> <li>• the purpose of the applicant's visit to Malta,</li> <li>• the dates of intended visit and</li> <li>• the address where the applicant shall be residing in Malta.</li> </ul> <p>Where the person inviting is to assume responsibility for all expenses while the applicant is visiting Malta, this Undertaking should also be clearly stated in the letter.</p>			
8.	<p>Proof of Travel</p> <ul style="list-style-type: none"> <li>• Copy of airline booking with passenger Registration Number (or booking number)</li> </ul>			
9.	Copy of Employment License as issued by the Employment and Training Corporation (ETC) in Malta or copy of acceptance letter for a Single Permit for Residence and Work issued by the Department of Citizenship & Expatriate Affairs in Malta			
10.	Original Police Conduct (Non-Criminal) Certificate			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list or request an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee the automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all cases be returned.

Submission Officer to delete as appropriate:

- (a) The applicant has confirmed that he/she has no other supporting documents to submit.
- (b) The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused and visa fee is non-refundable. He/she has chosen to proceed with the application.

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Submission Officer

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Applicant Signature

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Date

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Name of Accredited Travel Agent  
(is applicant is being submitted by Travel Agent)