



<b>MALTA SEAMEN VISA CHECKLIST</b> <i>DOCUMENTS SHOULD NOT BE PRINTED BACK-TO-BACK</i>		YES	NO
1	<b>Application Form</b> duly filled in and signed by the applicant		
2	One <b>recent Passport size photograph</b> in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form.		
3	<b>Passport/Travel document</b> must:		
	a) Have a validity of at least 3 months after the intended stay;		
	b) Have been issued within the previous 10 years and the validity must not exceed 10 years;		
	c) Have at least 3 blank pages.		
4	<b>Overseas Travel Medical Insurance</b> valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and departure. For this purpose, Insurance may only be purchased from one of 16 Schengen recognized Insurance Companies in India.		
5	<b>Travel Itinerary with travel dates</b> , details of Charter flights/Shipping Vessel.		
6	<b>Cover Letter</b> from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.		
7	Original of an up-to-date <b>letter from the shipping company</b> in India, confirming: That you are going to Malta to join a ship The name, telephone number and e-mail of the contact person in Malta The name and references of ownership of the vessel How long the stop-over is in Malta. That your employer takes full responsibility for all your expenses while in Malta.  <b>The invitation must be signed and bear the stamp of the company/agency.</b>		
8	A copy of the <b>applicant's contract</b> with the shipping company (showing duration of employment).		
9	Financial Means: <b>Original bank statement</b> showing movement in the last three months, duly stamped and signed by the bank, and <b>Indian income tax return</b> acknowledgment for the last two assessment years.		
10	A <b>letter of the shipping agency in Malta</b> confirming your embarking on the vessel, its arrival and departure date in and out in Malta harbor and its final destination. The <b>letter</b> must be signed and bear the stamp of the company/agency and including the following data:  <ul style="list-style-type: none"><li>- Name and family name of the seafarer;</li><li>- Place and Date of Birth, Passport number, Seafarer's book number;</li><li>- Date of issue, period of validity of passport and the seafarer's book;</li></ul>		



**HIGH COMMISSION  
OF MALTA  
INDIA**

	<ul style="list-style-type: none"> <li>- The seafarer’s position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter)</li> <li>- Name and flag of the vessel;</li> <li>- Port and date of boarding and disembarking;</li> <li>- Itinerary that the seafarer will follow to arrive in the Member State of destination/transit (including date and entry point (airport) to the Schengen area);</li> <li>- Name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications;</li> <li>- The shipping company/maritime agency based in Malta is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in Malta (including in the event of repatriation) and ensure that he or she boards the ship.</li> <li>- Flight reservation.</li> </ul>		
11	A copy of the <b>seaman’s book</b>		
12	<b>Original &amp; Photocopy of:</b> <ul style="list-style-type: none"> <li>- The current passport’s biodata page.</li> <li>- The last page of the passport (for Indian passport)</li> <li>- Entry/exit stamps of the Schengen area from previous passports. (if available)</li> </ul>		
13	<b>Adhaar card (along with a photocopy)</b>		

**General Rules:**

- **Submission of the above documentation does not guarantee that a visa is granted.**
- **The application form and all documents (original + copy) are to be submitted in person.**
- **Applications will be refused by the High Commission if accompanied by forged documents.**
- **The Visa fee will not be refunded in case of refusal unless application is inadmissible.**
- **Visa applications should be submitted at least 15 days prior to date of travel.**
- **The High Commission reserves the right to request further documentation and/or personal interview.**
- **Should you wish to keep original documents, kindly include also an A4 photocopies together with the originals when submitting applications.**
- **A 5-day limit for submission of missing documents via VFS.**
- **Failure to comply with the above, may lead to outright refusal.**

**Applicant’s Name:** ..... **Signature:** .....

**Passport number:** ..... **Visa fee:** .....

**Comments if any:**

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**VFS staff name & signature:** ..... **Date:** .....