

MALTA DOCUMENT CHECKLIST FOR A STUDY PERMIT

(DOCUMENTS SHOULD NOT BE PRINTED BACK-TO-BACK)

- 1. Application Form** duly filled in and signed by the applicant
- 2. One recent Passport size** photograph in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form.
- 3. Passport/Travel document must:**
 - a) Be valid for at least 3 months after the intended stay;
 - b) Be issued within the previous 10 years and not valid for more than 10 years;
 - c) Have at least 3 blank pages.
- 4. Overseas Travel Medical Insurance** valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent for all risks (accident, illness, medical emergency, evacuation, etc). The policy must clearly specify the period of validity and must cover at least 91 days from date of travel to Malta.
- 5. Confirmed Travel Itinerary** with travel dates. Once the visa is approved, a confirmed return flight ticket may be requested prior to visa being issued.
- 6. Proof of Sufficient Funds** which are equivalent to 75% of the national minimum wage for every month of study and to cover all expenses (tuition fee + daily expenses) during the entire period of study. Notarised declaration if parents/legal guardian sponsoring.
 - a) Letter (signed and stamped) from the bank stating the available balance
 - b) Last 6 months original Bank statement of student or sponsor
 - c) ITRs accompanied by the CPC acknowledgment (verified) for the last 3 years,
 - d) An Affidavit of Sponsorship
- 7. Original Letter of Acceptance** from the educational institute in Malta stating: course dates; cost; duration; & title; contact hours per week; amount of credits awarded; whether applicant

has been interviewed and accepted for the course; and, monthly rent and address, if accommodation is provided.

8. Course Details: A copy of the time table and a schedule of lessons per every month of the study.

9. Proof of Accommodation for the first six months of residence in Malta/Duration of the course (any one of the following);

(i) Confirmed hotel booking

(ii) signed Lease contract, or;

(iii) 'Declaration of Proof' completely filled in, signed by the Invitee and photocopy of invitee's Malta ID card or Passport and relative supporting documents as mentioned in the same declaration.

All in original, witnessed by (Maltese) Public Notary.

If the applicant is travelling to several Member States, proof of accommodation in each of them.

Documents to be attached: -

- i. Copy of the Host's ID Card and of the bio-data page of the Invitee's Passport.
- ii. Proof of residence (i.e., property title deeds, rental agreement, energy bills);
- iii. Proof of income (salary slip, receipt of pension, official document stating the amount of income);
- iv. If applicant, health insurance policy for the invited person(s).

This is not required if the Letter of Acceptance from the Educational Institution in Malta provides for accommodation and includes the address.

10. Proof of Payment:

Proof of Payment received by the education institution related to the applicant's course for the entire period of study:

- i. For courses of a value of up to €1,000, the original receipt covering fully payment;

ii. For courses of a value of more than €1,000 but less than €2,500, the original receipt covering at least 75%;

iii. For courses of a value that is equal to or higher than €2,500, the original receipt covering at least 50%.

11. Original Educational Certificates, apostilled by the Ministry of External Affairs of the issuing country plus photocopies of the same. Original will be returned with passport.

12. Original and Photocopy of the passport bio page only.

13. Adhaar Card

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:

VFS Staff Name: Date: