

MALTA EMPLOYMENT VISA CHECKLIST

| | | YES | NO |
|----|---|-----|----|
| 1 | Application Form duly filled in and signed by the applicant. | | |
| 2 | Two recent passport size photographs 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) 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; and | | |
| | c) Have 2 blank pages. | | |
| 4 | Photocopy of all Passport pages. | | |
| 5 | If the employment requires specific skills/qualifications the possession of such skills/qualifications has to be demonstrated. Original Education certificates have to be certified by the Ministry of External Affairs | | |
| 6 | Proof of Board Membership for liberal professionals or Letter from Medical Institutions in case of doctors.. | | |
| 7 | Copy of the employment contract. | | |
| 8 | Copy of a valid Employment License granted by the Malta Employment and Training Centre. For more information please visit the website www.etc.gov.mt | | |
| 9 | Letter from the hosting Maltese legal person, explaining purpose of the visit, professional status of applicant and details of the work that the applicant is to carry out in Malta. The letter must be signed by the authorized person, whose name and charge must be clearly identified. Both the invitation letter and work permit letter should be in original. | | |
| 10 | Proof of Accommodation. | | |
| 11 | Original bank statement for last six months, income tax return for the past three years.. | | |
| 12 | Travel Itinerary with travel dates, including a return flight reservation or ticket. | | |
| 13 | Overseas travel medical insurance valid for all Schengen countries. The insurance has to cover the applicant for at least 30,000 Euros or equivalent, for all risks e.g. accident, illness, medical emergency, evacuation etc. 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. | | |

NOTE: The High Commission reserves the right to request further documentation. Original Documents must be presented during the personal interview with the visa officer

Name:

Passport number:

Visa fee

Comments if any

Vfs staff name:

Date:

*** No document should be printed back to back.**