

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A VISA APPLICATION FOR
PRIVATE FAMILY & FRIENDS VISIT IN MALTA****NAME:****PASSPORT NO:**

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly, in English.			
2.	Two (2) passport-size photographs on a white background which must be no older than 6 months.			
3.	Passport valid for at least three months after the expiry date of the visa being requested and containing at least two blank pages.			
4.	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.			
5.	<p>Proof of travel:</p> <ul style="list-style-type: none"> • Copy of the roundtrip airline booking with Passenger Registration Number (or booking number) and travel itinerary. • Airline itinerary should cover your entry and exit to and from Malta and to all Schengen countries of destinations, including your exit and entry from MANILA TO MANILA (EX. MANILA-LONDON-SCHENGEN-LONDON-MANILA) • The ticket should prove that the stay in the Schengen area does not exceed 90 days. It is recommended not to buy the ticket until the visa is granted. <p>When applying for a multiple-entry visa please provide the reservation for the first entry.</p>			
6.	<p>Proof of will to return:</p> <ul style="list-style-type: none"> • Copy of employment contract or social security contributions (if relevant) • Copy of real estate property- title deed (if relevant) • Proof of family ties in the Philippines (e.g. marriage certificate) 			
7.	<p>Proof of accommodation for the whole duration of the intended stay.</p> <p>Hotel confirmation or hotel voucher (to all Schengen states of destination)</p>			

8.	<p>Proof of Socio-professional status (You may submit any of the below items, depending on your status):</p> <ul style="list-style-type: none"> • <u>If employed:</u> <ul style="list-style-type: none"> ▪ Certificate of employment ▪ Certificate of leave of absence • <u>If self-employed:</u> <ul style="list-style-type: none"> ▪ DTI/SEC registration of business ▪ Income Tax Return ▪ Business Financial Statement • <u>For retired persons</u> <ul style="list-style-type: none"> ▪ Proof of pension or other regular income • <u>If student:</u> <ul style="list-style-type: none"> ▪ Proof of enrolment ▪ Certificate of leave of absence if travelling during the school year • <u>For unemployed adults:</u> <ul style="list-style-type: none"> ▪ If married: Letter of employment and income of the spouse and a marriage contract certified by the National Statistics Office (NSO), ▪ If single/divorced/widow/widower: any other proof of regular income. 			
9.	<p>Proof of Travel medical insurance coverage</p> <ul style="list-style-type: none"> • From an accredited Insurance Company • The insurance must cover the entire period of intended stay, valid for all Schengen States and covering any expenses which may arise in connection with repatriation for medical reasons, urgent medical attention, emergency hospital treatment or death during the stay. • Minimum coverage of 30,000 euros. 			
10.	<p>Original invitation letter (not older than 6 months) signed by the person who is inviting that clearly states the purpose of the applicant's visit to Malta, the dates of intended visit and the address where the applicant shall be residing in Malta. 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 invitation letter</p>			

11.	<p>Proof of relationship with the sponsor/inviter:</p> <p>If visiting family: a notarized certificate of the family relationship with the sponsor legalized by Filipino, Department of Foreign Affairs (DFA) (birth certificate, marriage certificate, etc.)</p> <p>If visiting friends: the relationship can be substantiated with personal communications or original pictures etc. A photocopy of the bio data page of the passport and/or travel history of the sponsor in case of non-formalised relationship (boyfriend/ girlfriend, etc.)</p>			
12.	<p>Proof of financial means of the applicants:</p> <ul style="list-style-type: none"> • Original Bank Certificates, Bank Books. • Recent personal bank statement, credit card statement or balance over the last three months. • Income Tax Return • If applicant is a minor: Proof of economic means of parents or legal guardians 			The applicant can submit either item 12 or item 13 as the financial means.
13.	<p>Original financial guarantee by the sponsor:</p> <p>If the sponsor resides in Malta, proof of a regular income over the last 3 months and a notarized Declaration of Proof form and supporting documents need to be presented. Please click here to download. The Declaration of Proof should be notarised by a lawyer or public notary and should be accompanied by the following documents:</p> <ol style="list-style-type: none"> i. copy of the Host's ID Card and of the bio-data page of the Invitee's Passport; i. proof of residence (i.e. property title deeds, rental agreement, energy bills); i. proof of income (salary slip, receipt of pension, official document stating the amount of income); <p>If the sponsor lives in the Philippines but invites the applicant to travel together to Malta or other states in the Schengen area: a signed guarantee letter, a copy of the sponsor's residence permit for the Philippines, proof of a regular income (e.g. letter from employer), proof of a residence in the country of destination or an invitation to stay with the sponsor's close family.</p>			
14.	<p>In cases where the applicant, and not the inviting party, will be responsible for his/her own expenses, s/he should provide evidence that accommodation has been obtained for the entirety of the stay in Malta, as well as providing proof that s/he is in possession of funds totalling at least 48 Euros for each day of the applicant's visit in Malta (such as: Bank Certificates, Bank statements, Bank Books, Latest Income Tax Return, Business Permit, Employment Certificate, SEC registration).</p>			The applicant can submit either item 10 or item 11 as the financial means.
15.	<p>For minors (under 18):</p> <ul style="list-style-type: none"> • Department for Social Welfare Department (DSWD) Clearance • Affidavit of Support and Consent of both parents or legal guardians (especially of the non-travelling parent) notarized and legalized by Department of Foreign Affairs. • Birth Certificate of the minor certified by the National 			

	Statistic Office (NSO) <ul style="list-style-type: none"> • Photocopy of passport of parents/legal guardians. • Proof of economic means of parents/legal guardians. 			
16.	For non-Filipino applicants who have valid residence status in the Philippines: <ul style="list-style-type: none"> • Copy of Alien Certificate Registration (ACR) • Re-entry permit valid for 3 months after return 			

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

Submission Officer Signature

Applicant Signature

Date

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