

MALTA VISA APPLICATION CENTRE – TUNIS

Checklist for Schengen Visa – Business

Before submitting your application at the Visa Application Centre, please prepare the following documentation:

	Document Details	Remarks
	A valid Passport (validity at least 3 months beyond the intended stay)	
	Visa Application Form , duly completed, dated and signed with applicable Visa Fees	
	A recent passport size Photo (max of 3 months ago, in colour, good quality and on a white background)	
	Photocopy of Identity Card	
	Photocopy of the relevant pages of the passport and previous Schengen visas	
	For foreigners currently residing in Tunisia, a valid Residency Permit issued by the competent Tunisian authorities	
	Bank statement covering the last 6 months	
	A reservation of a return flight ticket	
	A hotel reservation	
	Original DECLARATION OF PROOF signed by the person hosting the applicant. This letter should include name, address, and telephone number together with a copy of the ID card or the passport of the inviting person and a valid residence permit. The signature of the person hosting the applicant should be legalized by a lawyer or notary public in Malta.	
	A signed Invitation Letter from the company in Malta explaining the purpose and duration of the visit and including, if applicable, financial responsibility of the stay in Malta. Trainees have to present a copy of the contract together with a traineeship sponsorship letter from the company in Malta plus proof of sufficient financial means.	
	Either 1- Employees of the Company/Company Representatives <ul style="list-style-type: none">- Original Duty travel authorisation signed by employer- Employment certificate (CNSS Card or CNRPS + 3 most recent pay slips) stamped employment company certificate including date of recruitment Or 2 - Businessmen or Self-employed <ul style="list-style-type: none">- Company registration and copy of relevant Official Notification from the Government Gazette- Licence to operate business- Latest company tax receipt- Certificate by professional association (Chamber of Advocates, Medical Association ...)	

	Original plus photocopy of the Medical Insurance Certificate for the entire duration of stay covering repatriation expenses and urgent medical expenses (minimum of 30,000 Euros) - Original will be returned upon collection of passport	
	Bank Foreign Exchange Statement (minimum Euro 50/day)	

This list is not exhaustive. Supplementary documentation may be requested after consideration of application, which will not automatically imply approval of visa application. In case biometric data previously submitted is found to be unusable for this application, the Consulate reserves the right to call back applicants to submit new biometric data.

(Applicant's Signature)

(Date)

(VFS Officer's Signature)