

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A SCHENGEN VISA FOR
BUSINESS, CONFERENCE & FAIR APPLICATIONS****NAME:****PURPOSE OF VISIT:****PASSPORT NO:****GROUP NO. (IF APPLICABLE)**

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in English.			
2.	Valid passport with validity of at least three (3) months after expiry of the visa and should contain at least 2 blank pages.			
3.	One (1) photocopy of passport (empty pages need not be photocopied).			
4.	Two (2) passport-size photographs bearing a true image of the applicant.			
5.	National Identity Card			
6.	Hotel onfirmation/s for the whole journey within the Schengen Countries.			
7.	Confirmed air ticket/s. If ticket is presented, a copy is retained.			
8.	Proof of a valid Schengen-compatible health insurance policy, either individual or group, with a minimum coverage of 30,000 Euro.			
9.	Letter of invitation or statement of participation by the organisation in Malta including details of the event/affiliation and duration.			
10.	Proof of sufficient and regular personal financial means (recent salary slips or bank statements or bank voucher for purchased currency or statement of available credit on credit card).			
11.	Proof of Employment: Letter from employer indicating name, address, telephone number of the employer, position of			

	applicant, tenure duration, salary and confirmation that the applicant will resume duties on his return. The Embassy may insist that the letter be stamped by the local Chamber of Commerce.			
12.	NON-GCC/YEMEN CITIZEN: Valid Entry/Exit Visa or residence permit valid for 3 months after return. Local Iqama should be presented where applicable.			

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 application is being submitted by agent)