

Ref. No. _____

MALTA VISA APPLICATION CENTRE

**CHECKLIST FOR A SCHENGEN VISA TO VISIT
FAMILY & FRIEND IN MALTA 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 confirmation/s for the whole journey within the Schengen Countries. If staying with host family, a written confirmation from the host family declaring the commitment to accommodate throughout the duration of the journey.			
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. (Russian Translation)			
9.	Proof of sufficient and regular personal financial means (bank statements or bank voucher for purchased currency or statement of available credit on credit card).			
10.	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 duty on his return. The Embassy may insist that the letter be stamped by the local Chamber of Commerce.			

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11.	Letter of Invitation.			
12.	A copy of the ID card or passport of host if host is a Maltese or EU national or A copy of the resident permit/visa issued in Malta, if host is a Third Country national			
13.	FOR MINORS: Birth certification of minor Authorization of the both parents or Legal Guardian Copy of Passport Data Page of both Parents or Legal Guardian In case of Legal Guardianship documentary evidence proving status			
14.	NON-GCC/YEMEN CITIZEN: Valid Entry/Exit Visa or residence permit valid for 3 months after return. National Identity Card should be presented where applicable.			

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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)