

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A SCHENGEN VISA FOR STUDY 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.			
9.	Original letter of acceptance by a Maltese Educational Institution including details of the course/s and duration bearing the stamp of the institution and the signature of the school principal.			
10.	Letter from Department of Citizenship and Expatriate Affairs of Malta, if course to be followed leads to a higher academic qualification			
11.	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).			

12.	Proof of Employment: Those in full time gainful employment should submit a 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/attested by the local Chamber of Commerce.			
13.	Those in full-time education should submit a letter from their educational establishment clearly indicating the course of studies being followed			
14.	FOR MINORS (UNDER 18 YEARS OF AGE): Birth certification of minor			
	Authorization of the both Parents or Legal Guardian			
	Copy of Passport Data Page of both Parent or Legal Guardian In case of guardianship, documentary evidence proving status			
15.	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.			

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)