

MALTA VISA APPLICATION CENTRE

CHECKLIST FOR A VISA APPLICATION FOR BUSINESS VISITS, CONFERENCES & TRAINING

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.	Original and one (1) photocopy of the applicant's passport (only pages with visa stickers or stamps need to be copied, as well as the passport's extension date if applicable). The applicant's passport should be valid for at least three (3) months after the expiry date of the visa and with at least 6 months remaining from the date of departure from the Philippines. It should contain at least 2 blank pages.			
4.	Documentation on former travels abroad should be provided if available e.g. former passport(s) with all pages attached.			
5.	Personal of financial means of the applicants: <ul style="list-style-type: none"> • Original Bank Certificates, Bank Books. • Recent personal bank statement, credit card statements or balance over the last six months. • Income Tax Return • For minors: Proof of economic means of parents or legal guardian. 			
6.	Proof of travel <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. When applying for a multiple-entry visa please provide the			

	reservation for the first entry.			
7.	<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 certification) 			
8.	<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>			
9.	<p>Proof of occupation:</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 			
10.	<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. 			
11.	<ul style="list-style-type: none"> - Certificate from the employer: Letter of the Philippine company introducing the businessperson, purpose and duration of the visit (s), financial cover of the visit, short company profile, etc. - Invitation from the visited company or organization with full address and contact information of the applicant's company/organization, the name and position of the countersigning officer, length of the invitation, the purpose and activity to develop in the Member State during the visit, etc. - For participants in commercial fairs, conferences or training: Original invitation letter from the organizer of the meeting, event or the training on official company letterhead, mentioning clearly: the full address and contact information of the applicant's company/organization, the name and position of the countersigning officer, length of the invitation, the purpose and activity to develop in the Member State during the visit, etc. A detailed program and confirmation of the 			

	<p>person or the entity which will bear the applicant's travel and living costs should also be included.</p> <p>- For repeated invitations from the same company in favour of the same applicant: documents in order to proof the continuation of the commercial relationship with the company that invites: contracts, bills, etc. (if relevant).</p>			
12.	<p>For non-Filipino applicants who have valid residence status in the Philippines:</p> <p>a. Copy of Alien Certificate Registration (ACR)</p> <p>b. Re-entry permit valid for 3 months after return</p>			

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 the 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)