

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A VISA APPLICATION FOR SPORT, CULTURAL & PROFESSIONAL CONFERENCE VISITS****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 passport (only pages with the 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 date of the expiry of the visa and with at least 6 months remaining from the date of departure from China. 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 the copies of visas.			
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"> a. Copy of the roundtrip airline booking with Passenger Registration Number (or booking number) and travel itinerary. b. 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) c. 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.	Proof of will to return <ul style="list-style-type: none"> • Copy of employment contract or social security contributions (if relevant). 			

	<ul style="list-style-type: none"> • Copy of real estate property –title-deed (if relevant) • Proof of family ties in the Philippines (e.g. marriage certification) 			
	<p>Proof of occupation:</p> <ul style="list-style-type: none"> • <u>If employed:</u> <ol style="list-style-type: none"> i. Certificate of employment ii. Certificate of leave of absence • <u>If self-employed:</u> <ol style="list-style-type: none"> iii. DTI/SEC registration of business iv. Income Tax Return v. Business Financial Statement • <u>For retired persons</u> <ol style="list-style-type: none"> vi. Proof of pension or other regular income • <u>If student:</u> <ol style="list-style-type: none"> vii. Proof of enrolment viii. Certificate of leave of absence if travelling during the school year • <u>For unemployed adults:</u> <ol style="list-style-type: none"> ix. If married: Letter of employment and income of the spouse and marriage contract certified by National Statistics Office x. If single/divorced/widow/widower: any other proof of regular income. 			
	Proof of accommodation for the whole duration of the intended stay: Hotel confirmation or hotel voucher (to all Schengen states of destination)			
	<p>Proof of Travel medical insurance coverage</p> <ol style="list-style-type: none"> a. From an accredited Insurance Company b. 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. c. Minimum coverage of 30,000 euros. 			
8.	<p>Original invitation letter from the organiser of the event in the country of destination:</p> <p>The invitation letter should be on official letterhead and include the purpose and duration of applicant's stay; a detailed program and itinerary; confirmation of the entity that will be responsible for the applicant's costs and accommodation during the period of the applicant's intended stay.</p>			

9.	Original letter from the applicant's Filipino organization (the letter must be in English). It should be on official letterhead with a stamp, mentioning clearly: the full contact information of the organization, the name and position of the countersigning officer, the applicant's name, position, salary and years of employment (only for professionals) and confirmation of the applicant's participation in the event.			
10	For minors (under 18): <ul style="list-style-type: none"> • DSWD (Department of Social Welfare and Development) Clearance • Notarized Affidavit of Support and Consent of parents or legal guardians (especially of the non-travelling parent) legalized by Department of Foreign Affairs. • Birth Certificate of the minor certified by the National Statistics Office (NSO) • Proof of Guardianship (death certificate of parents or judicial sentence – court ruling) – if needed. • Copy of passport of parents or legal guardians 			
11	For non-Filipino applicants who have valid residence status in the Philippines: <ul style="list-style-type: none"> a. Copy of Alien Certificate Registration (ACR) b. Re-entry permit valid for 3 months after return 			

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 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)