

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A VISA APPLICATION TO STUDY IN MALTA****NAME:****PASSPORT NO:**

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English.			
2.	Passport valid for at least three months after the expiry date of the visa being requested and containing at least two blank pages.			
3.	Passport photocopy of the bio-data page and other pages that have observations, visa stickers or stamps. Previous passports, if any, should also be photocopied in the same manner.			
4.	Two (2) passport-size photographs bearing a true likeness to the applicant. The photographs should be taken against a white background.			
5.	One (1) copy of the applicant's ID card (both sides).			
6.	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. The letter should also state whether the course and accommodation fee have been paid.			
7.	Student are required to present an original receipt issued by their educational institution in Malta which confirms that all course/s and accommodation fees and other relevant expenses have been paid in advance *			* This requirement is waived for those applicants who have been accepted for courses of study at the University of Malta, who are only required to present evidence that they have paid a deposit on their course fees.
8.	Hotel confirmation/s or student residence for the whole duration of the applicant's stay in Malta. If the applicant is staying with a host family, a written confirmation from the host family declaring the commitment to accommodate the applicant throughout the entire duration the applicant's stay in Malta is required.			
9.	A confirmed two-way air ticket reservation issued by an airline or authorized travel agency. The ticket should only be bought after the visa has been issued. When applying for a multiple-entry visa please provide the reservation for the first entry.			
10	Proof of a travel insurance policy issued either to an individual or a group, with a minimum cover of 30,000 Euros per person and valid for cover throughout the entire Schengen area.			
11	Notarised copy of the highest educational diploma/certificate obtained by the applicant from a state-recognised educational institution.			
12	If the applicant is a full-time student, original certificate issued by the educational institution confirming the applicant's status is required.			
13	Original notarised non-criminal certificate *			

14	<p>Proof of sufficient personal financial means of the applicant or parent/guardian/sponsor. These must be bank statements of a fixed deposit account to cover daily expenses while in Malta, at least 48 Euros per day (such as: Bank Certificates, Bank statements, Bank Books, Latest Income Tax Return, Business Permit, Employment Certificate, SEC registration).</p>			
16	<p>Attestation of Employment of the applicant or of the person financing the studies. This should be a letter from the employer (in English) on official company letterhead, that clearly indicates:</p> <ul style="list-style-type: none"> • The address, telephone and fax numbers and official e-mail address of the company; • The name and position of the official signing the letter; the person should be in a senior position within the company such as the General Manager, Human Resources Manager, Legal Representative, etc. • The name of the applicant or the person financing the applicant's studies; and • his/her position within the company, together with information on the person's annual salary and years of service with the company 			
17	<p>Copy of the Employment Certificate/Business Permit/SEC Registration of the applicant or the person who is financing the applicant's studies, with the original stamp/seal of the company.</p> <p>In cases where the applicant's studies and stay in Malta are being financed by another person, a declaration by the sponsor that has been notarised and legalised by the Filipino Department of Foreign Affairs (DFA) is required.</p> <p>In this declaration, which must contain details of the identity of the sponsor, the sponsor must confirm willingness to finance the applicant's studies in Malta, mentioning the intended duration of the applicant's studies, the name of the Maltese educational institution being attached, as well as the sponsor's full name, date of birth and passport number/ ID card number. A copy of the information page of the sponsor's passport or ID card should also be attached to this declaration.</p>			
18	<p>For minors (under 18):</p> <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 			
19	<p>For non-Filipino applicants who have valid residence status in the Philippines:</p>			

	a. Copy of Alien Certificate Registration (ACR) b. Re-entry permit valid for 3 months after return			
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** Not required for returning students. Returning students need to submit proof of their previous course of study in Malta.*

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)