

## Schengen Visa Application Document Checklist Business

*As per the Schengen Visa Code, Article 5, applicants should apply for a Schengen visa issued by the Embassy of Malta ONLY if Malta is the main destination. Failure to demonstrate that Malta is the main destination may lead to a refusal.*

*Applicants submitting an application for a Schengen Visa for business purposes are requested to provide the following documentation:*

### 1. Application Form

Filled in and signed by the applicant.

### 2. A Valid Passport

The passport should have a validity of at least three months beyond the intended stay. The passport must have at least two blank pages to affix the visa.

### 3. One Recent Passport Photo (3.50cm x 4.50cm)

The photo should be recent (less than 6 months old), in colour, on a white background.

### 4. Overseas Travel Medical Insurance – Valid for all Schengen Countries

The insurance must have a minimum coverage of €30,000 or equivalent. The policy must specify the period of validity and must cover the entire duration of stay, including dates of arrival and departure.

### 5. Travel Information

Travel details including proof of return travel, flight reservations specifying flight numbers, dates, and personal details. If an applicant is travelling to several Schengen states, proof of travel within the Schengen area is required, such as flight reservations, train tickets, or car rentals.

### 6. Documents regarding the purpose of journey

- i. A signed invitation letter from the company/entity in Malta explaining the purpose of the visit and duration of the visit, specifying, if applicable, financial responsibility for the stay in Malta. The letter should indicate any planned future visits to the Schengen area.
- ii. Documents indicating the existence of trade/business relations between the host and the applicant or other relations for work purposes.
- iii. Applications undertaken for political, scientific, cultural, sports, or religious events should include pertinent documentation regarding the event (such as invitations, entry tickets and programmes) indicating the name of the host organisation and the duration of the event.

### 7. Accommodation Information

- Proof of accommodation, such as a confirmed hotel reservation.
- If staying with a host, proof of sponsorship is required (see section below), together with an invitation letter.
- If the applicant is travelling to several Member States, proof of accommodation in each.

### 8. Proof of Sponsorship (if applicable)

- A declaration of proof is required if expenses shall be covered by a host/sponsor based in Malta (including if hotel accommodation is covered by the host), or if private accommodation shall be provided.
- If the sponsor is providing private accommodation, the declaration of proof should be accompanied by proof of residence (such as a rental/lease agreement, and electricity/water bills), and/or proof of income (such as salary slips, bank statements).

- The document should be fully filled-in, witnessed, and notarized. Alternatively, a company's legal representative may sign. A copy of the sponsor's ID/passport should accompany the declaration of proof.
- Accessible online at: [https://identita.gov.mt/wp-content/uploads/2024/02/Declaration\\_of\\_Proof.pdf](https://identita.gov.mt/wp-content/uploads/2024/02/Declaration_of_Proof.pdf).

## 9. Proof of employment & Sufficient Means of Subsistence

*If costs are not covered by a host/sponsor in Malta, the following information should be provided:*

- For employees: (i) employment certificate, (ii) payslips covering the last three months, (iii) bank statement showing movements for the last 6 months.
- For self-employed: (i) company registration and copy of relevant official notification in the Government Gazette, and/or license to operate, and/or latest tax receipt, and/or certificate issued by professional association, (ii) bank statement showing movements in the last 6 months.
- Pensioners/Retired: (i) pension statements for the last three months and/or proof of income, (ii) bank statement showing movements in the last 6 months.
- A declaration of financial responsibility should be provided by sponsors on behalf of applicants who are not financially independent (such as students, minors, elderly parents, unemployed), signed by the sponsor. Proof of sufficient means of subsistence should be provided accordingly, as per above.

## 10. Previous Visas

Photocopy of the relevant pages of previous Schengen visas (if any), including entry and exit stamps.

## 11. Applications on behalf of non-Libyan residents should include:

A valid residency permit issued by the competent Libyan authorities must be provided.

\*

*This checklist serves as a guide for visa applicants regarding the supporting documents they should provide. It is the responsibility of the applicant to ensure that they have provided appropriate documentation. Supplementary documents may be requested by the Consulate during the visa application process. An interview may also be requested. Providing all the requested documentation does not automatically result in the approval of a visa application.*

***The standard processing time for a visa application is 15 days. In certain cases where further information is required, the process may take longer than the standard time. It is incumbent upon the visa applicant and/or sponsor of the applicant to ensure that the application is filed appropriately in advance of the required travel to the Schengen area – and at least 15 days prior to the date of travel. Applications with dates of travel less than 15 days later will not be accepted. It is not possible for the Consulate to expedite or 'fast-track' applications.***

*Should an applicant wish to withdraw their passport during the visa application process, they may contact VFS via [Info.MaltaLibya@vfshelpline.com](mailto:Info.MaltaLibya@vfshelpline.com) in order to request a passport withdrawal form. The visa application will not be accepted without a passport.*

---

VFS Officer Signature

---

Applicant Signature

---

Applicant Passport Number

---

Applicant Name

---

Date