

National Visa Application Document Checklist

Long-Stay (D) Visa

Applicants submitting an application for a national (long-stay) visa 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 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. Accommodation Information

Proof of accommodation, such as a confirmed hotel reservation or private accommodation.

7. 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. A copy of the sponsor's ID/passport should accompany the declaration of proof.
- Accessible online at: <https://www.identitymalta.com/declaration-of-proof-pdf/>.

8. Previous Visas

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

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

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

10. Applications on behalf of minors should include:

A copy of the passport of the parents or legal guardian. If a minor intends to travel alone or only with one parent, or absent the legal guardian, a consent form signed by the parents or legal guardian is required. Exceptions are made if the single parent with whom the minor is to travel holds the parental authority alone (such as in cases where the other parent has deceased or been deprived of custody).

In addition to the above, the documents requested below should also be provided, depending upon the scope of travel:

i. Work

- Proof of Employment in Malta: Letter from employer indicating name, address, telephone number of the employer, position of applicant, tenure duration, salary.
- Contract: A copy of the signed employment contract, certified true copy by a Maltese lawyer or notary public.
- License/Permit: Employment License as issued by Jobsplus in Malta or Work Permit Letter (Approval in Principle) issued by Identity Malta Agency, which should not be more than 180 days from the date of issue. If the letter is more than 180 days, the applicant cannot apply and the employer should request another letter from the Maltese Authorities. Expired Approval in Principle Letters will not be accepted.
- Qualifications: Applicants with an Employment License to work in skilled jobs should submit qualifications showing that he/she is qualified for the job, together with proof of any relevant experience.

ii. Study/Academic

- Acceptance Letter: Letter of Acceptance from the educational entity in Malta (school, college, institute, university) including details of the course, duration, and fees, with proof of payment.
- Students: Students should submit a letter from the educational entity they attend clearly indicating the course of studies being followed. They should also provide a copy of their student card, a copy of school/college/university registration, and a transcript of results.
- Employees: Those in full time employment should submit a letter from the employer indicating name, address, contact details of the employer, position of the applicant, tenure duration, salary and confirmation that the applicant will resume duties on his return.
- Proof of sufficient financial means:
 - 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.
 - 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.
 - Confirmation that the applicant has been awarded a scholarship (in the case of a scholarship being awarded).

iii. Family Reunification of Non-EEA National

- Family reunification certificate issued by IMA/DCEA
- Bank Statement
- Full Passport Copy
- Original marriage certificate legalized in the country of origin
- Original birth certificate legalized in the country of origin
- Letter of invitation from the spouse in Malta, legalized/notarized by a notary or a lawyer in Malta
- Copy of the passport of the spouse in Malta
- Copy of the passport of the spouse/children in the country of origin

iv. Document Collection

- Applicants applying for a visa to collect their Maltese passport, Maltese ID Card, or Maltese Residence Permit should provide proof regarding the issuance of the document and/or the appointment to collect the document.

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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 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