



**TAQSIMA ĊENTRALI TAL-VIŻA**  
**CENTRAL VISA UNIT**

**DOCUMENTATION REQUIRED FOR STUDENT NATIONAL VISA -  
(FOR VISAS OF MORE THAN 90 DAYS)**

- ☐ **Visa Application Form:** This must be **fully** filled and signed by the applicant;
- ☐ **Passport:** Must have a minimum validity of 10 months;
- ☐ **1 Passport photo:** According to ICAO standards;
- ☐ **VFS Appointment Letter;**  
The application must be submitted at least 9 weeks before the start date of course;  
School Enrolment letter which should include the following details clearly:
  - Institution Name (as registered with MFHEA);
  - Full Course Name (as listed on MFHEA website);
  - MQF level;
  - Number of ECTS;
  - Duration of course (in months) covered by the letter and type (Full Time or Part Time);
  - Course hiatus periods (such as easter and summer holidays);
  - Course hours per week, specifying contact hours;
  - Address where the students will attend lectures.
- ☐ **Proof of payment** must be submitted (receipt or invoice).
- ☐ **Bank Statement** of the last 3 months attached with a recent bank certificate showing adequate funds to support the applicant's stay in Malta.  
The funds must amount to at least 75% of the national minimum wage for every month of study.  
If the student will be sponsored the following documents are also required:
  - i.** Sponsor's Bank Statement (last 3 months);
  - ii.** Signed Declaration letter from sponsor;
  - iii.** Copy of sponsor's identification card (front and back) or passport bio page.
- ☐ **Copy of International Bank card** the prospective student will be using to access funds in Malta (Front & Back);
- ☐ **Medical and Travel Insurance:**  
For students following MQF level 5 and over and are eligible to apply for a study residence permit once in Malta:
  - Valid for Schengen area;
  - Minimum medical coverage of €30,000;
  - Covering a minimum of 91 consecutive days from first point of entry in Schengen area;
  - Must be valid for study purpose;
  - If the insurance policy does not display this information on the certificate of insurance, the table of benefits will be required.  
For students following MQF level 4 and under:
  - Valid for Schengen area;
  - Minimum medical coverage of €30,000;
  - Valid for all duration of stay, starting from first point of entry in Schengen area and ends upon exit from Schengen area;
  - Must be valid for study purpose;
  - If the insurance policy does not display this information on the certificate of insurance, the table of benefits will be required.

- ☐ Prospective flight tickets:
- Full flight itinerary to Malta must be provided indicating students name, date of flight and all stops;
  - Entry ticket must be two weeks max prior to course commencement date;
  - If the course is less than six months, return tickets following the end of course is required;
- ☐ Proof of prospective accommodation (first 14 nights from date of arrival in Malta);  
Must be in applicant's name;
- a.** If provided by the school;  
the school must provide a letter with the school's letterhead, signed and stamped, and stating name, surname, passport number, address & duration of accommodation; OR
- b.** For applicants renting accommodation:  
Registered lease agreement signed by both parties which stipulates the duration, home address, and name of applicant, and amount of rent; OR
- c.** For cases where the host will be providing the applicant with free accommodation:
- i.** Declaration of proof by the host, signed and stamped by a local lawyer or notary;
  - ii.** A copy of the host's Identity Card;
  - ii.** Proof of the host's link to the residence – applicable if the applicant will be accommodated at a secondary address.
- Proof of residence can be a contract of sale, lease agreement or utility bill. OR
- d.** For applicants who will be staying in a hotel/short-term rental/vacation rental:  
Hotel/short-term rental/vacation rental Booking will be required with a minimum of 14 consecutive nights from date of prospective arrival in Malta.
- ☐ In case of minors the following documents are also required:
- i.** Birth certificate (original and translated in English by an official translator);
  - ii.** A copy of parents' passport;
  - iii.** Parents' consent letter (original, legalised and translated in English);
- ☐ Fees to be settled by credit/visa card:  
Standard fees [for appointments within 3 weeks]:
- i.** 0-5 years: Free;
  - ii.** 6-11 years: €50;
  - iii.** 12 years upwards: €100;
- Extended fees [for next day appointments]:
- i.** 0-5 years: Free;
  - ii.** 6-11 years: €50;

**All documents must be submitted in English**

**Any documents requiring translation must be ordered from the approved list of authorised translators, accessed through the following link:**

<https://identita.gov.mt/public-registry-sec-page-translators-list/>

**It must be ensured that email addresses are correctly written when submitting the visa application as official communication will be communicated via email.**

# VAC DOCUMENTATION DECLARATION

Date

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VAC

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I, the undersigned, declare the following regarding my visa application submission:

- ☐ I declare that I am submitting the full documentation in line with the above checklist.
- ☐ I acknowledge that my application includes **missing** documentation, in line with the above checklist, and that my visa application may be negatively impacted. Nevertheless, I wish to proceed with the application as is, with the following missing document/s:

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- ☐ I declare that I will submit the full documentation pertaining to the completion of my visa application in line with the above checklist, **within the next five working days** from the date of my appointment.

## For VFS use only

If point (3) is selected, one of the following is to be selected after the five-day period elapses

- ☐ Applicant submitted full documentation following the five-day period above-mentioned.
- ☐ Applicant failed to attend within the five-day period above-mentioned.
- ☐ Applicant submitted partial documentation in line with the above checklist.

The following documentation is still missing:

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Applicant's Signature

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VFS Officer's Signature