



TAQSIMA ĊENTRALI TAL-VIŻA
CENTRAL VISA UNIT

**DOCUMENTATION REQUIRED FOR EMPLOYMENT VISA -
DECLARATION OF DOCUMENTS (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 8 months;
- ☐ **Passport photo:** According to ICAO standards;
- ☐ **Approval in Principle (AIP) letter:** Visa must be applied for within the first 60 days of the issuance of the AIP letter;
- ☐ **VFS Appointment Letter;**
- ☐ **Prospective Flight tickets:** Full flight itinerary must be provided, clearly indicating applicant's name, date of flight, and all stops - preferably transiting outside the Schengen area;
- ☐ **Medical and Travel insurance:**
 - Must be valid for the Schengen area;
 - Must have a minimum medical coverage of €30,000;
 - Must have a minimum coverage of 180 consecutive days AND must be, at least, valid from the point of submission of the visa application;
 - Must include name, surname, and passport number;
 - Insurance coverage is not to be restricted or linked to the applicant's place of residence AND must not restrict the applicant to depart from the country where the insurance policy was issued;
 - If the insurance policy does not display this information on the certificate of insurance, the table of benefits will be required.
- ☐ **Proof of Prospective Accommodation according to accommodation type:**
 - i.** For those cases where the host (employer) will be providing the applicant with free accommodation:
 - a.** Declaration of proof by the host, signed and stamped by a local lawyer or notary;
 - b.** A copy of the host's Identity Card;
 - c.** 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
 - ii.** For those cases where the applicant will be renting accommodation:
 - a.** Registered lease agreement signed by both parties which stipulates the duration, home address, and name of applicant, and amount of rent;
 - OR
 - iii.** For those cases where the applicant will be staying in a hotel/short term rental/vacation rental:
 - a.** Hotel/ short term rental/ vacation rental Booking – minimum of 14 consecutive nights from date of prospective arrival in Malta and show that the booking is not refundable in case of cancellation.

☐ **Complete Skills Pass (if applicable):**

For persons working directly or indirectly in the tourism and hospitality sector, the Skills Pass Part 1 and Part 2 completion certificates, issued by the Institute of Tourism Studies, must be submitted.

☐ **Fees to be settled by credit/visa card:**

Standard Visa Application fees: €150

Extended Visa Application fees: €250.

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/wp-content/uploads/2024/12/Translators-List-Online-18-Dec-2024.pdf>

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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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:

- ☐ 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:

Applicant's Signature

VFS Officer's Signature