



<b>MALTA VISITING FAMILY AND FRIENDS VISA CHECKLIST (visit 90 days and less)</b> <i>DOCUMENTS SHOULD NOT BE PRINTED BACK TO BACK</i>		<b>YES</b>	<b>NO</b>
<b>1</b>	<b>Application Form</b> duly filled in and signed by the applicant		
<b>2</b>	One <b>recent Passport size photograph</b> in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form.		
<b>3</b>	<b>Passport/Travel document</b> must:		
	a) Be valid for at least 3 months after the intended stay;		
	b) Be issued within the previous 10years and not valid for more than 10years;		
	c) Have at least 3 blank pages.		
<b>4</b>	<b>Overseas Travel Medical Insurance</b> valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent. The policy must clearly specify the period of validity and must cover the entire duration of the trip including the date of arrival and departure. For this purpose, Insurance may only be purchased from one of 16 Schengen recognized Insurance Companies in India.		
<b>5</b>	Flight reservations of return or round ticket. If applicant is travelling to several Schengen states proof of intra-Schengen flight reservation, train itinerary or car rental.		
<b>6</b>	<b>Invitation Letter</b> Invitation from the family member/friend, including their address and contact details, and intended period of stay, together with; Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable		
<b>7</b>	<b>Covering letter</b> explaining: Applicant's Identity Purpose of journey/s Period and place of intended stay.		
<b>8</b>	<b>Proof of Financial Means of Applicant</b>		
	Original private bank statement showing movements in the last three months, duly stamped and signed by the bank; Indian income tax return acknowledgement for the last two assessment year.		
<b>9</b>	<b>Proof of Accommodation:</b>		
	Either: a) <b>Confirmed</b> Hotel Booking Or: b) of the ' <b>Declaration of Proof</b> ' completely filled in, signed by the invitee and photocopy of invitee's Malta ID card or Passport and relative supporting documents as mentioned in the same declaration All in original, witnessed by ( <i>Maltese</i> ) Public Notary. If the applicant is travelling to several Member States, proof of accommodation in each of them.		
<b>11</b>	<b>Applicant</b>		
	a) If Employed Payslips of last three months, and Employment contract, and Employer's statement on approval for holidays		
	b) If Company Owner or Self-employed certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.		
	c) If applicant is sponsored		



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	proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned, if applicable (cf. the website of the Member State of destination)		
	d) If Applicant is retired Pension statements, for the last three months, and/or proof or regular income generated by ownership of property or business		
	e) If Minor If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardian, except in cases of a parent having sole custody or guardianship of the minor, in which case a court order or other proof of sole custody or guardianship must be provided. If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor; Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant		
<b>12</b>	<b>Original &amp; photocopy</b> of all the pages of current and the last previous passport		
<b>13</b>	<b>Adhaar Card/National Identity Card (along with a photocopy)</b>		



**NOTES:**

- i) Submission of the above documentation does not guarantee that a visa is granted**
- ii) The High Commission reserves the right to request further documentation and/or personal interview.**
- iii) Should you wish to keep original documents, kindly include an A4 photocopies together with the originals when submitting applications. The original will be returned together with your passport**
- iv) missing/required documentation is to be provided within 5 working days (from the date when the application was submitted at Visa Application Centre).**

Missing documents are to be presented as follows:

- Present the original receipt issued by Visa Application Centre
- Present a copy of the bio-info page of your passport for the application submission
- The checklist with the missing items marked provided by the Visa Application Centre upon your application submission
- The missing documents to be submitted

**v) only the information and documentation provided in the application is considered when processing your application.**

<b>Applicant's Name:</b>	_____	<b>Signature:</b>	_____
<b>Passport number</b>	_____	<b>Visa fee</b>	_____
<b>Comments if any</b>	_____		
<b>VFS staff name &amp; signature</b>	_____	<b>Date:</b>	_____