Ref No_____

Requirements for Long Stay D Visa – Malta Extended Services UAE

NAME:_____ PURPOSE OF VISIT: _____

PASSPORT NO:_____ GROUP NO. (IF APPLICABLE): _____

Documents to be submitted	Yes	No
Completed and signed visa application form duly filled in English.		
One recent passport photo according to ICAO standard, white background; must be recent (not older than 6 months)		
Original passport and copy of Valid Travel Document. Passport should have at least two (2) blank pages face-to-face available for acceptance of visa application. (Applicant's Previous Passport/s in the last 2 years should be provided mandatorily with the new passport.) Passport Should be Valid for 8 months From Date of Application.		
Letter from the applicant's current employer stating how long he has been in employment and what work s/he does with the company in the UAE. Letter has to be stamped and signed by the Employer on Company letterhead. Name of signatory has to be clearly visible. (This letter has to be submitted mandatorily).		
Confirmed Accommodation Reservation		
Confirmed air ticket/s. If ticket is presented, a copy is retained.		
Health Insurance acceptable in the Schengen Area (minimum coverage has to be 30,000 Euros) and should cover the period of validity of visa.		

In addition to the above-mentioned documents, please provide the below mentioned documents if you are travelling for:

Work	Yes	No
Proof of Employment in Malta: Letter from employer indicating name, address, telephone number of the employer, position of applicant, tenure duration, salary.		
Employment License as issued by the Employment and Training Corporation (ETC) in Malta. Work Permit Letter **(Approval in Principle - AIP)** should be valid and have the current Passport details at the time of submission. Expired Approval in Principle Letters beyond 180 days will definitely not be accepted.		
Signed Employment Contract certified True Copy by a Maltese Lawyer or Notary Public.		
Proof of Accommodation in Malta/ Declaration of Proof form, duly notarized along with copy of the ID card of the host.		
Applicants with an Employment License to work as drivers (of any type) must provide a copy of their driving license in the UAE or International Driving License.		
Applicant with an Employment License to work in skilled jobs eg: electrician, plumber, engineer, chef de partie, IT professional, medical/caring professions, or any other skills/professions that require a training cerificate, diploma or degree, needs to submit qualifications showing that s/he is qualified to carry out that job.		

Study	Yes	No
Original Letter of Acceptance by the Maltese Education Institution including details of the course, duration and fees with proof of payment.		
Proof of sufficient and regular personal financial means (Original bank statement for the past 6 months). If the sponsor will cover the expenses, original bank statement for 6 months shouldbe presented along with the guarantee letter and passport copy.		
Proof of Employment: Those in full time gainful employment should submit a letter from the employer indicating name, address, telephone number of your employer, position of applicant, tenure duration, salary and confirmation that the applicant will resume duties on his return.		

Those in full-time education should submit a letter from their education establishment clearly indicating the course of studies being followed.		
Proof of Accommodation in Malta/ Declaration of Proof form, duly notarized.		
Letter from the Institute undertaking the return of student to the country of residence upon completion of the study.		

Family Reunification of Non – EEA National	**Yes**	**No**
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		

Notes:

- Kindly ensure all required documents are in order prior to submission, and procedures are followed to avoid delays.
- The applicant has confirmed that he/she has no other supporting documents to submit. If applicant is unable to provide all the relevant required supporting documents with his/her visa application on the day of appointment, the applicant will have **ONLY** until the follow working day to submit his/her visa application with entire list of relevant required supporting documents. Failing this, the applicant will be responsible to seek a new appointment through the VFS appointment system.
- The applicant has submitted the supporting documents above. I have advised him/her that failure to submit all necessary documents may result in the application being refused and visa fee is non-refundable. He/she has chosen to proceed with the application.

Remarks:

_____

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I hereby confirm I have taken notice about the above-mentioned information and affixing my signature below.

Applicant's Signature :_____

Date :_____

VFS Submission Officer :_____

All Visa Applications must be personally submitted at the Visa Application Centre, UAE at:

Abu Dhabi	Dubai
Joint Visa Application Center Level B2, The Mall World Trade Centre, Khalifa Bin Zayed the 1st Street, Abu Dhabi UAE	Joint Visa Application Center Wafi Mall, Level 2 Falcon Wing, Phase2, Umm Hurair 2, Dubai UAE

Email: info.maltadubai@vfshelpline.com
Website:
Call Center Number: +971 4 2055990
Submission time: 0900 – 1500 (Monday – Friday)