

MALTA VISA APPLICATION CENTRE
马耳他签证申请中心

CHECKLIST FOR A VISA APPLICATION TO STUDY IN MALTA
赴马耳他留学的申根签证申请清单

NAME:
姓名

PASSPORT NO:
护照号码

PURPOSE OF VISIT:
申请目的

GROUP NO. (IF APPLICABLE)
团队编号（没有不填）

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legibly in English. 用英文清晰填写的一份完整的并已经签字的签证申请表原件。			
2.	Passport, valid for at least 6 months from the date of departure from China, and 3 months after the intended expiry of the visa. The passport should contain at least 2 blank pages. 护照有效期要求： 从中国离境日期后至少 6 个月内仍有效；签证申请截止日 3 个月后仍有效。 要求至少仍保留 2 页空白页			
3.	Original and one (1) photocopy of passport (empty pages need not be photocopied). 护照原件及一份复印件（复印所有签证页但空白页不需要复印）			
4.	Two (2) passport-size photographs bearing a true likeness to the applicant. The photographs should be taken against a white background. 两张白底证件照规格的近照			
5.	One (1) copy of the applicant's ID card (both sides). 一份身份证正反面复印件			
6.	One (1) copy of the applicant's family book. 户口本一份全本复印件。（只针对中国公民）			
7	Original letter of acceptance by a Maltese educational institution including details of the course/s and duration bearing the stamp of the institution and the signature of the school principal. The letter should also state whether the course and accommodation fee have been paid. 马耳他教学机构的录取通知书原件，包括课程名称和时间，并要求学校盖章和校长签字。此通知书需要说明课程和住宿费用是否已经支付。			
8.	Student are required to present an original receipt issued by their educational institution in Malta which confirms that all course/s and accommodation fees and other relevant expenses have been paid in advance *			* This requirement is waived for those applicants who have been accepted for courses of study at the University of Malta, who are only required to present evidence that

	学生需提交由 马耳他 教学机构出具的证明课程费、住宿费及 相关费用已交纳 全款 的发票原件			they have paid a deposit on their course fees. 前往马耳他大学学习的申请人不需提交此项，但是需要提交课程费用的定金支付证明
9.	Hotel confirmation/s or student residence for the whole duration of the applicant's stay in Malta. If the applicant is staying with a host family, a written confirmation from the host family declaring the commitment to accommodate the applicant throughout the entire duration the applicant's stay in Malta is required. 申请人在马耳他就学的酒店订单或住宿证明。若居住在寄宿 家庭，需书面说明在马耳他停留的所有期间，寄宿家庭为申 请人提供住宿的声明。			
10.	A confirmed two-way air ticket reservation issued by an airline or authorized travel agency. The ticket should only be bought after the visa has been issued. When applying for a multiple-entry visa please provide the reservation for the first entry. 往返机票订单, 可以来自航空公司或者旅行社。签证签发后, 申请人才可以出票付款。若申请多次入境签证, 需提供首次 行程的往返机票订单。			
11.	Proof of a travel insurance policy issued either to an individual or a group, with a minimum cover of 30,000 Euros per person and valid for cover throughout the entire Schengen area. 清晰明确的覆盖整个行程的中英文人身意外医疗旅游保险, 个人及团体都要求最低保额在 3 万欧元以上, 申根国家有效。			
12.	Notarised copy of the highest educational diploma/certificate Obtained by the applicant from a state-recognised educational institution. 最高学历/证书公证。此学历或证书需由国家承认的教育机构颁发。			
13.	If the applicant is a full-time student, original certificate issued by the educational institution confirming the applicant's status is required. 若申请人为全职在校学生, 需提交其教学机构出具的在学证 明原件。			
14.	Original notarised non-criminal certificate 无犯罪记录公证原件。			
15.	Proof of sufficient personal financial means of the applicant or parent/guardian/sponsor. These must be bank statements of a fixed deposit account to cover daily expenses while in Malta (at least 48 Euros per day) .Proof must be in the form of a three-month fixed deposit account that is valid for at least one month from the visa application is submitted. 申请人或者申请人的父母/监护人/资助者的资金证明。此证明的金额需能够包含申请人在马耳他的生活费用, 要求每位申 请人每天最低 48 欧元数额。此证明至少冻结三个月并且至少在递交申请后的一个月內仍有效。			
16.	Current bank books or official bank statement with original stamp from the issuing bank showing transactions going back at least 3 months. The bank books should evidence regular transactions, particularly in the case of income derived from the applicant's/sponsor's employment. 至少显示 3 个月以上的银行往来情况的带有银行公章的储蓄存折或者账户明细。此银行证明需能够清晰显示来往资金, 尤其			

	必须能够显示申请人或资助人的工作收入。			
17.	<p>Attestation of Employment of the applicant or of the person financing the studies. This should be a letter from the employer (in English, or in Chinese with English translation) on official company letterhead, that clearly indicates:</p> <ul style="list-style-type: none"> ● The address, telephone and fax numbers and official e-mail address of the company; ● The name and position of the official signing the letter; the person should be in a senior position within the company such as the General Manager, Human Resources Manager, Legal Representative, etc. ● The name of the applicant or the person financing the applicant's studies; ● And his/her position within the company, together with information on the person's annual salary and years of service with the company. <p>用公司抬头纸打印，英文或用英文翻译的申请人或资助者的 工作证明。包括：</p> <ul style="list-style-type: none"> ● 公司的地址，电话，传真号码和邮箱； ● 证明上的有权签字人的姓名和职位。有权签字人需为公司的法人代表，总经理，人事部主管或其他高级管理人员； ● 申请人的姓名或资助人的姓名和 ● 申请人在公司任职的职位，年薪的数额以及任职时间和年限 			
18.	<p>Copy of the business license of the company employing the applicant or the person who is financing the applicant's studies, with the original stamp/seal of the company.</p> <p>In cases where the applicant's studies and stay in Malta are being financed by another person, a declaration by the sponsor that has been notarised and legalised by the Chinese Ministry of Foreign Affairs (MFA) is required.</p> <p>In this declaration, which must contain details of the identity of the sponsor, the sponsor must confirm willingness to finance the applicant's studies in Malta, mentioning the intended duration of the applicant's studies, the name of the Maltese educational institution being attached, as well as the sponsor's full name, date of birth and passport number/ ID card number. A copy of the information page of the sponsor's passport or ID card should also be attached to this declaration.</p> <p>申请人或资助者所在公司的营业执照复印件并加盖公司公章（原章）。</p> <p>如果申请人由资助者资助学习，资助者需提交由外交部认证的声明书。包括：</p> <p>资助者的身份，表明愿意资助申请人在马耳他学习的意愿，说明申请人在马耳他学习的期限，在马耳他学习的教学机构名称以及资助者的全名、出生日期、护照号码/身份证号码以及护照或身份证的信息页复印件。</p>			
19.	<p>FOR MINORS (UNDER 18 YEARS OF AGE): Notarised birth certificate of the minor and legalised authorisation from both parents or the legal guardians.</p> <p>Copies of the passport or ID card data pages of both parents or legal guardians are required.</p> <p>In case of legal guardianship, documentary evidence proving</p>			

	<p>status is required.</p> <p>未成年人（18 岁以下）的申请人需提交申请人的出生被公证的出生证和父母双方或监护人的授权认证。</p> <p>父母双方需提交护照或身份证信息页的复印件。</p> <p>若为法定监护关系，需提交相关监护证明。</p>			
20.	<p>NON-CHINESE CITIZENS:</p> <p>Chinese visa or residence permit valid for 3 months after the applicant's return.</p> <p>非中国人：</p> <p>有效期在返回时间 3 个月后的中国签证或者居留许可证</p>			

** Not required for returning students. Returning students need to submit proof of their previous course of study in Malta.*

Submission Officer to delete as appropriate:
提交人员根据适用情况选择：

- (a)

The applicant has confirmed that he/she has no other supporting documents to submit.

申请人已经确认没有其他的材料需要提交
- (b)

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.

申请人已经提交上述材料。我已经告知申请人若因为没有提交完整的材料将会导致申请被拒签且申请费不会退还。申请人已经选择提交申请。

Submission Officer Signature

提交人员的签字

Applicant Signature

申请人签字

Date

日期

Name of Accredited Travel Agent

(if applicant is being submitted by Agent)

旅行社代理人姓名

（若签证申请由代理机构提交）