

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

CHECKLIST FOR A VISA FOR APPLICATIONS TO WORK IN MALTA
赴马耳他工作的签证申请清单

NAME:
姓名

PURPOSE OF VISIT:
申请目的

PASSPORT NO.:
护照号码

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. 用英文清晰字母填写的一份完整的并已经签字的签证申请表			
2.	Valid passport with at least 6 months remaining from the date of departure from China and the passport is to be valid for a minimum of three months after expiry of the visa. It should contain at least 2 blank pages. 护照从中国离境日期后至少有 6 个月有效期且保证护照有效期长于签证有效期 3 个月，同时护照至少保留 2 页空白签证页			
3.	Original and one (1) photocopy of passport (empty pages need not be photocopied). 护照原件及一份印件（空白页不需要复印）			
4.	Two (2) passport-size photographs bearing a true likeness to the applicant. 两张白底证件照规格的近照			
5.	One (1) copy of the ID card. 一份身份证复印件			
6.	One (1) copy of the family book. 户口本一份全本复印件。（只针对中国公民）			
7.	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。申请人应于签证签发后，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。			
8.	Proof of Accommodation in Malta 马耳他的住宿证明			
9.	Proof of a valid travel insurance policy, either individual or group, with a minimum cover of 30,000 Euro and must be valid in Schengen country. 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。			

10.	Proof of Employment in Malta: Original letter from employer indicating name, address, telephone number of the employer, position of applicant, tenure duration, salary. 马耳他雇主出示的邀请函原件，包括雇主的姓名，地址，电话号码，申请人的职位，任期，薪金			
11.	Employment License as issued by the Employment and Training Corporation (ETC) in Malta <u>Or</u> Acceptance letter for a Single Permit for Residence and Work issued by the Department of Citizenship & Expatriate Affairs in Malta 马耳他就业及培训公司(ETC)颁发的雇佣许可 <u>或</u> 马耳他公民及侨民事务署签发的居住和工作单次许可函			
12.	Notarized non-criminal certificate 无犯罪记录公证			
13.	Notarized Occupational Certificate, if available. 被公证的职业资格证书（如果有的话）			

Please note that the Embassy of Malta may in justified cases, request additional documents which are not mentioned in the above list or request an interview during the examination of an application. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee the automatic issuance of a visa. It is also important to note that original certificates submitted with applications may not in all cases be returned.

请注意马耳他大使馆在合理的情况下有权索要材料清单以外的材料，并在审理签证申请的过程中要求本人前来使馆面试。请注意，申请人按照材料清单的要求提交申请材料并不保证一定获得签证。同时，一般情况下使馆不会退还所提交的材料。

Submission Officer to delete as appropriate:

资料审核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。申请人已经选择申请提交程序。

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）