



MALTA WORK VISA CHECKLIST <i>DOCUMENTS SHOULD NOT BE PRINTED BACK-TO-BACK</i>		YES	NO
1	Application Form duly filled in and signed by the applicant		
2	One recent Passport size photograph in colour with white background (3.5cm by 4.5cm). Please do not staple the photographs to the Application Form.		
3	Passport/Travel document must:		
	a) Be valid for at least 3 months after the intended stay;		
	b) Be issued within the previous 10 years and not valid for more than 10 years;		
	c) Have at least 3 blank pages.		
4	Overseas Travel Medical Insurance valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 Euros or equivalent for all risks (accident, illness, medical emergency, evacuation, etc). The policy must clearly specify the period of validity and must cover at least 91 days from date of travel to Malta.		
5	Confirmed Travel Itinerary. If applicant is travelling to several Schengen States – Proof of Intra- Schengen Flight reservation.		
6	Invitation Letter from Employer stating professional status of applicant and details of work to be carried out in Malta. The letter must be signed by authorised person, whose name and designation must be stated .		
7	Applicant's Curriculum Vitae (CV).		
8	Signed Reference Letter from past Employer; Signed Employment contract from past Employer; Salary slips.		
9	Original bank statement showing movements in the last six months, duly stamped and signed by the bank.		
10	Signed employment contract, certified true copy by a Maltese Public Notary.		



11	Approval in Principle Letter of the single work permit issued by Identity - confirming that the request for work permit has been acceded to. The Letter must be signed by authorised person, whose name and designation must be stated.		
12	Possession of skills/qualifications if employment so requires and a IELTS level 3; Proof of Board Membership for liberal professionals; or Letter from Medical Institutions in case of doctors, must be submitted in originals (Apostilled) together with photocopies. Proof of skills of the job applied for.		
13	Proof of Accommodation including Attestation by an Architect (any of the following);		
	(i) Confirmed hotel booking		
	(ii) Signed lease contract, or;		
	(iii) 'Declaration of Proof' 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 (Maltese) Public Notary. If the applicant is travelling to several Member States, proof of accommodation in each of them. Documents to be attached: - Copy of the Host's ID Card and of the bio-data page of the Invitee's Passport; - Proof of residence (i.e., property title deeds, rental agreement, energy bills); - Proof of income (salary slip, receipt of pension, official document stating the amount of income); - If applicant, health insurance policy for the invited person(s).		
14	Original and Photocopy of the passport bio page only.		
15	Nepali Citizenship (certified true copy) for Nepali citizens residing in Nepal.		



**HIGH COMMISSION
OF MALTA
INDIA**

General Rules:

- Submission of the above documentation does not guarantee that a visa is granted.
- The application form and all documents (original + copy) are to be submitted in person.
- Applications will be refused by the High Commission if accompanied by forged documents.
- The Visa fee will not be refunded in case of refusal unless application is inadmissible.
- Visa applications should be submitted at least 15 days prior to date of travel.
- The High Commission reserves the right to request further documentation and/or personal interview.
- Should you wish to keep original documents, kindly include also an A4 photocopies together with the originals when submitting applications.
- A 5-day limit for submission of missing documents via VFS.
- Failure to comply with the above, may lead to outright refusal.

Applicant's Name: **Signature:**

Passport Number: **Visa Fee:**

Comments if any:
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VFS Staff Name: **Date:**