



| MALTA OFFICIAL DELEGATION 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 10years; | | |
| | 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. 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. | | |
| 6 | 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. | | |
| 8 | Note Verbale issued from sending authority(ies) explaining: Identity of applicant Purpose of journey (meetings, consultations, negotiations or events held by intergovernmental organisations), Period and place of intended stay | | |
| 9 | Proof of Accommodation: | | |
| | Either: a) Confirmed Hotel Booking Or: b) of the Declaration by Diplomatic Representation of Country accredited to Malta. | | |
| 10 | Proof of financial means of the Applicant: | | |
| | a) Original bank statement showing movements in the last three months, duly stamped and signed by the bank, and | | |
| | b) Payslips for the last three months, and | | |
| | c) Letter (signed and stamped) from the bank stating the available balance | | |
| | d) Indian income tax return acknowledgment for the last two assessment years. | | |
| 11 | Original & Photocopy of: <ul style="list-style-type: none">- The current passport's biodata page.- The last page of the passport (for Indian passport)- Entry/exit stamps of the Schengen area from previous passports. (if available) | | |

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.**



**HIGH COMMISSION
OF MALTA
INDIA**

- **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 & signature: **Date:**