



Checklist – Schengen C visa – Malta UAE

Documents to be submitted by <u>all</u> applicants:	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 and Copy of the Valid Travel Document, the period of validity of which should exceed that of the requested visa validity by three months. Passport should have at least two (2) blank pages face-to-face available for acceptance of visa application.		
Copy of UAE Residence Visa and Emirates ID, the period of validity of which should be no less than three months or more from the date of the departure from the Schengen Area.		
Confirmed Flight Booking (stamped and signed by travel agent) or copy of the actual flight ticket showing the full itinerary starting at least 15 days after the day of submission of the visa application.		
Confirmed Accommodation Reservation		
Health Insurance acceptable in the Schengen Area (minimum coverage of 30,000 Euro) and which should cover the period of validity of the visa.		
Proof of sufficient and regular personal financial means: Bank statement for the past 3 months, all pages stamped by the respective bank, and salary slips for the last 3 months. If a sponsor will cover the expenses, sponsor's original bank statement for 3 months, all pages stamped by the respective bank should be 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 their employer, position of the applicant, tenure, duration, salary, and confirmation that the applicant will resume duties on his/her return. Self-employed persons should provide a valid trade licence OR title deed of property owned in the UAE.		
For Minors (Under the Age of 18): <ul style="list-style-type: none"> • Birth Certification of Minor • Authorization by both Parents / Legal Guardians (if parents are present during the application stage, to fill in parental consent at VFS stage; if parents are already in Malta, to provide a signed letter notarized/legalized by a lawyer or a notary public in Malta). • Copy of Passport Data page of both Parent/s / Legal Guardian/s showing the signature of the bearer. • In Case of guardianship, documentary evidence proving the status is mandatory. 		

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

<u>Business Visa</u>	Yes	No
A signed invitation letter from the entity inviting the applicant to Malta.		
Copy of inviter's ID or person signing the invitation letter.		
If inviting entity is providing accommodation/covering expenses, a Declaration of Proof form duly notarized and including all required documents.		

<u>Visiting Family and/or Friends</u>	Yes	No
Invitation Letter from the person in Malta.		
A copy of the ID card or passport of the host.		
A copy of the residence permit / visa issued in Malta, if host is a non-EU/EEA national.		
If inviting person is providing accommodation/covering expenses, a Declaration of Proof form duly notarized and including all required documents.		

<u>Sports and Cultural Visit</u>	Yes	No
Confirmed acceptance by a Maltese sports / educational institution including details of the event and its duration.		
ID card copy of person signing the acceptance letter or requesting for visa issuance, from Malta.		
If inviting person/entity is providing accommodation/covering expenses, a Declaration of Proof form duly notarized and including all required documents.		

<u>Study Visit</u>	Yes	No
Original Letter of Acceptance by the Maltese Education Institution including details of the course, duration, and fees with proof of payment.		
Letter from Department of Citizenship and Expatriate affairs in Malta if the course to be followed leads to a higher academic qualification.		
Letter from the Institute undertaking the return of student to the country of residence upon completion of the study.		
ID card copy of person signing the acceptance letter.		
If inviting entity is providing accommodation/covering expenses, a Declaration of Proof form duly notarized and including all required documents.		

<u>Medical Visit</u>	Yes	No
Statement from Maltese Authorities or Statement by a Maltese medication organization in Malta or Statement by a Medical Doctor certifying that applicant is to undergo medical treatment in Malta.		
ID card copy of the Doctor signing the letter.		

Notes:

- Schengen Visa processing normally takes 14 days. Kindly ensure all required documents are in order and procedures followed to avoid delays.
- The applicant has confirmed that he/she has no other supporting documents to submit. If the 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 the visa fee is not refundable, and that failure to submit all the necessary documents may result in the application being refused. He/she has chosen to proceed with the application.

Remarks:

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

Applicant's Signature : _____

Date : _____

VFS Submission Officer : _____

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

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

Website: <https://visa.vfsglobal.com/are/en/mlt>

Email: info.maltadubai@vfshelpline.com

Call Center Number: +971-4-2055990

Submission time: 0900 – 1500 (Monday Friday)