

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A SCHENGEN VISA APPLICATION FOR STUDY PURPOSES****NAME:**

PURPOSE OF VISIT:

PASSPORT NO:

**NAME OF ACCREDITED
VISA INTERMEDIARY
AGENT (IF APPLICABLE)**

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in legible Roman capitals (either in English or Turkish).			
2.	Valid passport with validity of at least three (3) months after expiry of the visa and should contain at least 2 blank pages.			
3.	One (1) photocopy of passport (empty pages need not be photocopied).			
4.	Two (2) very recent passport-size photographs with light background.			
5.	ID Card photocopy			
6.	Hotel confirmation/s covering the whole journey within the Schengen Zone. If staying with host family, a legalized/notarized invitation letter using the format provided by the Consulate General, including a copy of the ID card of the host person making the invitation.			
7.	Confirmed return air ticket/s. If ticket is presented, a copy is retained.			
8.	Proof of a valid travel insurance policy for the duration of stay/validity period of visa requested, covering repatriation expenses and urgent medical/hospital expenses for all Schengen member states with a minimum cover of € 30,000.			

9.	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.			
10.	Receipt from Institution confirming that payment has been affected.			
11	Proof of sufficient and regular personal financial means (bank statements or statement of available credit on credit card or letter from the host organization accepting full financial guarantee for the applicant for the entire duration of stay).			
12	In case applicant does not have any means of support, notarized letter from parent/s or close relative/s confirming to pay all his/her expenses in Malta apart from the fees for school and accommodation using the format provided by Consulate General of Malta. Proof of parent/s financial status. (employment documents/ bank accounts, etc)			
13	For minors (under 18 years of Age): Birth certification of minor Notarized authorization of both Parents or legal guardian/s Evidence of sufficient means of subsistence Copy of ID Card of both Parents and Legal Guardian/s. In case of guardianship, documentary evidence proving status			
14	For employees: Original and copies of employer's documents such as activity report, trade registry journal/ Government Gazette, tax sheet, signature circular as well as recent rubber-stamped employment certificate (on letterhead) including employment status and date of recruitment, three recent pay slips and SSG payment of the last 6 months.			
	For businessmen/self employed: Original and copies of company's documents such as activity report, trade registry journal/ Government Gazette, tax sheet and signature circular and SSG payments of the last 6 months.			

	For pensioner: Pensioner Card and bank account statement covering last 6 months and if appropriate other means of support.			
15	Valid student cards as well as a recent certificate/attestation from school/college/university confirming their status. (to enable applicant to apply without paying visa fee)			
16	Non-Turkish citizen: Residence permit valid at least for 3 months after return			

Submission Officer to delete as appropriate:

- (a) *The applicant has confirmed that he/she has no other supporting documents to submit.*
- (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.*
- (c) *As applicant I hereby expressly authorize VFS to collect and file on my behalf this visa application with the Consulate General of Malta in Istanbul and also handle my passport and to use the services of a courier to transport the said application and passport.*
- (d) *As a representative of VFS, I hereby state that I have checked the documents presented with the above Check List and certify that the said documents enclosed (in this packet) are in line with the said Check List.*

Date

Applicant's Signature

Name of officer at VAC

VAC signature and rubber stamp