

## Students who need to apply for/extend their Visa require the following documents:

### 1. 2 official format Passport Photos

### 2. School's Invoice and Letter of Acceptance, which should include:

- Invoice number along with proof of fully paid course and accommodation (where applicable).
- Number of tuition hours per week.
- Duration of the course.
- Accommodation details (Including full address and duration of stay booked). Should the student have booked their own accommodation (i.e. **not through the school**), an original and copy of official lease agreement must be provided. Students must also provide original copy of the 'Rental Declaration Form' (available from the Sales and Marketing office), which is to be filled out and signed by the landlord.
- Host Family: Should the student reside at a host family **not booked through the school**, the student needs to present a photocopy of the Host Family license. Students must also provide original 'Rental Declaration Form', filled out and signed by the person under which the license is issued.
- Letter must be stamped and signed by the Head of School or designate.

### 3. Bank Statement:

- Statement currency should be in Euro or a print out of conversion attached.
- Students should have enough money to cover their whole stay (€25.00 daily if accommodation is already paid for, or €48.00 daily if accommodation is not yet paid for).
- Bank statement should be in English and it should clearly state that the student is the owner of the account. Where possible, this should include an identifying number such as passport or National ID Card. A photocopy of the document referred to by the identifying number needs to be provided.
- In the case where no identifying number is available on the bank statement, a bank declaration needs to be provided referring to the name of student, account number, and as above identifying number, as proof of ownership.
- Students should provide original document of bank statement OR photocopy of the bank statement together with a photocopy of the credit/debit card that the students use to withdraw money from that account. Students will also need to provide an original receipt that is provided when students withdraw money from an ATM.

### *Sponsored Study:*

*Should the student be financed through a sponsorship (such as a parent/guardian), the following is required:*

- 1. A letter from the sponsor confirming the sponsorship, clearly stating the relationship between the student and the sponsor. This must also state the method as to how funds will be accessed by the student. A photocopy of the sponsor's ID/passport is required, along with the sponsor's account number.*

### 4. Insurance:

- Health insurance policy must cover the student's entire stay in the Schengen Zone (**including traveling dates**).
- Insurance needs to be in English and must state that in-patient and day care hospital expenses are covered and coverage needs to be clearly stated in Euro.
- Together with the copy of the insurance, students need to present their original document (or printout with clear identifiable reference to student identification and copy of identification).

### 5. Original and Copy of Passport:

- Photocopy of all pages of their valid passport are required (**blank pages included**).
- In the case of a Tourism Purpose Visa, students must provide proof that their intention before coming to Malta was to study. This must be in the form of correspondence with the school (**in English**). Form should be fully filled and signed.
- Flight Details: Students that have their return flights already booked are suggested to present them with their documents for ease of reference.

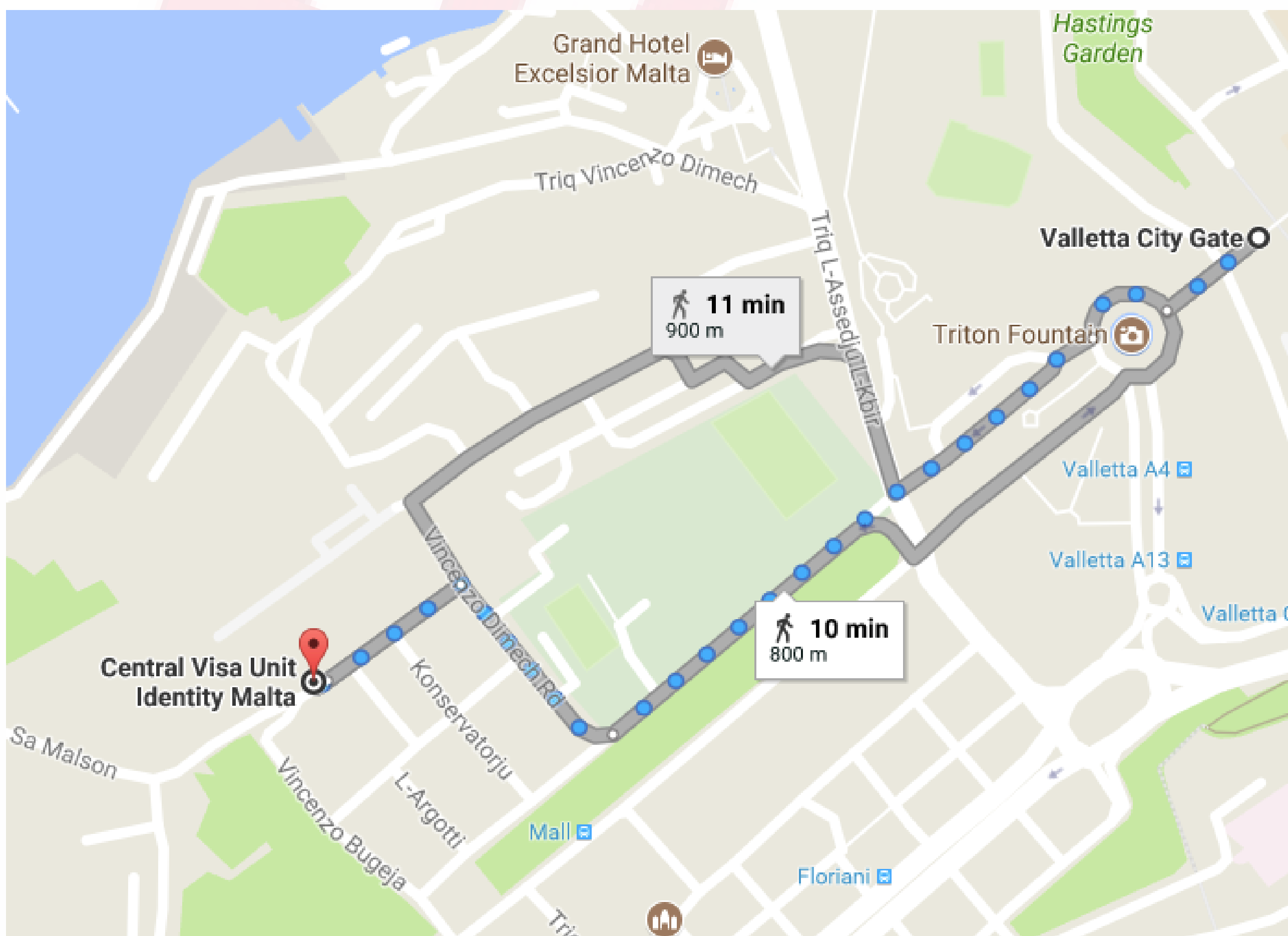


# Where to go:

Central VISA Unit - Identity Malta  
Notre Dame Arch  
Floriana

Telephone number: 25904550  
Email address: [visa.ima@gov.mt](mailto:visa.ima@gov.mt)

Opening hours for student applications: Tuesdays between 09.00 - 14.00



Any bus headed towards Valletta will be passing close to the CVU building. You may either stop at the bus-station "Mall", or walk from Valletta Triton Fountain/City Gate as per the above map.

If you have any further queries, please do not hesitate to ask a member of the Sales & Marketing team.