

MALTA VISA APPLICATION CENTRE**CHECKLIST FOR A SCHENGEN VISA FOR TOURISM APPLICATIONS**

NAME: _____ **PURPOSE OF VISIT:** _____

PASSPORT NO: _____ **GROUP NO. (IF APPLICABLE)** _____

		Yes	No	Remarks
1.	One (1) completed and signed visa application form duly filled in English. The form can be completed electronically or written clearly by hand.			
2.	Valid passport with a 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 all relevant passport pages (ID page, previous Schengen visas, US/UK visas, etc.). Empty pages do not need to be photocopied.			
4.	Two (2) recent passport-size photographs (3,5 x 4,5 cm). Photo not older than 3 months with a white background & of good quality			
5.	National Identity Card Saudi Nationals: Copy of Saudi National Identity Card or Family ID, translated into English. Non-Saudi Nationals: A valid resident permit in Saudi Arabia (Iqama). translated into English.			
6.	Hotel confirmations for the whole journey within the Schengen Countries. If staying with a host family, a written confirmation from the host family declaring the commitment to accommodate throughout the duration of the journey.			
7.	Confirmed return air ticket/s. If the ticket is presented, a copy is retained. Inc. domestic flights within the Schengen area, train/bus reservation, etc., if applicable			
8.	Proof of a Schengen-compatible health insurance policy, either individual or group, with a minimum coverage of 30,000 Euro.			
9.	Travel Plan: A detailed itinerary for the whole journey within the Schengen Countries			
10.	Proof of sufficient financial means for the intended visit of the Schengen area For Saudi nationals and for non-Saudi nationals an original bank statement indicating salary transactions for the past 6 months is requested showing sufficient means of funds available to cover expenses during entire trip or signed sponsor letter from a person you depend on (and live with), with his/her bank document and/or proof of other assets (ex. property) or If salary is paid in cash, the last 6 months of original salary slips in English are required.			

11.	Proof of Employment Letter: Original Letter from the employer in Saudi Arabia, stating employment status, position, length of contract and salary, which needs to be signed and stamped by the issuer. Self-sponsored: valid original trade license and 1 copy thereof with translation			
12.	Minors travelling with or without parents/legal guardian: Minor: (Below 18 years), an English translation of the birth certificate is required.			
	Non-Objection Letter signed by both parents or Legal Guardian			
	Passport copy along with the signature page of both parents or the legal guardian In case the child is under the custody of any single parent, there should be an official letter to confirm the custodianship			
13.	Non-GCC/Yemen citizen: Saudi Arabian Exit re-entry visa, Valid beyond the intended return from Schengen, showing the expiry date of the Iqama (from Absher) Valid Iqama for at least 3 months after the planned return. The expiry date of the Iqama needs to be shown on the exit-re-entry visa submitted (from Absher)			
14.	Applicant's Intention Letter A letter stating the intention of travel to Malta.			
15.	Proof of National Address Certificate in KSA			

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) *Visa applications are decided within 15 calendar days; this period can be extended in individual cases up to 45 days*

Submission Officer Signature

Applicant Signature

Date

*Name of Accredited Travel Agent
(if application is being submitted by agent)*