



Study Visa

Malta High Commission, Accra

Dear Applicant

Your application and documentation will be delivered to the Embassy and your case will be processed by the Embassy as soon as possible. The High Commission only accepts documents in English. Documents in other languages will not be accepted.

Name of applicant

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Missing Document(s)	Type of document
	One (1) completed and signed visa application form duly filled in legibly in English.
	Passport valid for at least three months after the expiry date of the visa being requested and containing at least two blank pages.
	Passport photocopy of the bio-data page and other pages that have observations, visa stickers or stamps. Previous passports, if any, should also be photocopied in the same manner.
	Two (2) passport-size photographs bearing a true likeness to the applicant. The photographs should be taken against a white background.
	One (1) copy of the applicant's ID card (both sides).
	A signed invitation letter from host organization containing name of the invited applicant, purpose of visit, dates of the intended stay, nature of costs being covered by host (boarding & lodging).
	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/registrar. The letter should also state whether the course and accommodation fee have been paid.
	Students are required to present an original receipt issued by their educational institution in Malta which confirms that all course/s and accommodation fees and other relevant expenses have been paid.  * This requirement is waived for those applicants who have been accepted for courses of study at the University of Malta, who are only required to present evidence that they have paid a deposit on their course fees.
	Hotel confirmation/s or student residence for the whole duration of the applicant's stay in Malta. If the applicant is staying with a host family, a written confirmation from the host family declaring the commitment to accommodate the applicant throughout the entire duration the applicant's stay in Malta is required.

	A two-way air reservation issued by an airline or authorized travel agency. The ticket should only be bought after the visa has been issued. When applying for a multiple-entry visa please provide the reservation for the first entry.
	Proof of a travel insurance policy issued either to an individual or a group, with a minimum cover of 30,000 Euros per person and valid for cover throughout the entire Schengen area.
	Notarised copy of the highest educational diploma/certificate obtained by the applicant from a state-recognised educational institution.
	If the applicant is a full-time student, original certificate issued by the educational institution confirming the applicant's status is required
	Original notarised non-criminal certificate
	Proof of sufficient personal financial means of the applicant or parent/guardian/sponsor. These must be bank statements of a fixed deposit account to cover daily expenses while in Malta, at least 48 Euros per day (such as: Bank Certificates, Bank statements, Bank Books, Latest Income Tax Return, Business Permit, Employment Certificate, SEC registration).
	Attestation of Employment of the applicant or of the person financing the studies. This should be a letter from the employer (in English) on official company letterhead, that clearly indicates: <ul style="list-style-type: none"> <li>• The address, telephone and fax numbers and official email address of the company.</li> <li>• The name and position of the official signing the letter; the person should be in a senior position within the company such as the General Manager, Human Resources Manager, Legal Representative, etc.</li> <li>• The name of the applicant or the person financing the applicant's studies; and</li> <li>• his/her position within the company, together with information on the person's annual salary and years of service with the company</li> </ul>
	Copy of the Employment Certificate/GRA Registration of the applicant or the person who is financing the applicant's studies, with the original stamp/seal of the company.  In cases where the applicant's studies and stay in Malta are being financed by another person, a declaration by the sponsor that has been notarised and legalised by the Ministry of Foreign Affairs and Regional Integration is required.  In this declaration, which must contain details of the identity of the sponsor, the sponsor must confirm willingness to finance the applicant's studies in Malta, mentioning the intended duration of the applicant's studies, the name of the Maltese educational institution being attached, as well as the sponsor's full name, date of birth and passport number/ ID card number. A copy of the information page of the sponsor's passport or ID card should also be attached to this declaration
	For minors (under 18): <ul style="list-style-type: none"> <li>• Notarized Affidavit of Support and Consent of parents or legal guardians (especially of the non-travelling parent)</li> <li>• Biometric Birth Certificate of the minor certified by the Registrar</li> <li>• Proof of Guardianship (death certificate of parents or judicial sentence – court ruling) – if needed.</li> <li>• Copy of passport of parents or legal guardians</li> </ul>



	For non-Ghanaian applicants who have valid residence status in Ghana: a. Copy of Residence permit b. Re-entry permit valid for 3 months after return
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The document(s) highlighted above are missing

The High Commission requests you to hand in the missing/required documentation within 5 days from today. If the High Commission has not received the documentation by this deadline, the High Commission will make a decision on the case based on the present information.

I understand that I must provide above missing documentation to VFS within 5 days. Signature date below counts as day one of five.

You can hand in the missing documentation in person to VFS. Please remember to state your passport number and your full name.

Please note that you could still be asked for additional documents and/or may be called for an interview at the Embassy.

Kind regards,  
**Malta High Commission, Accra, Visa Section.**

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**Applicant's Signature**

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**Passport No.**

**Date:**