

## MALTA VISA APPLICATION CENTRE – TUNIS

### Checklist for Schengen Visa – Family visit

Before submitting your application at the Visa Application Centre, please prepare the following documentation:

Document Details	Remarks
A valid <b>Passport</b> (validity at least 3 months beyond the intended stay)	
<b>Visa Application Form</b> , duly completed, dated and signed with applicable Visa Fees	
A recent passport size <b>Photo</b> (max of 3 months ago, in colour, good quality and on a white background)	
Photocopy of Identity Card	
Original birth certificate	
Photocopy of the relevant pages of the passport and previous Schengen visas	
For foreigners currently residing in Tunisia, a valid Residency Permit issued by the competent Tunisian authorities	
<b>Bank statement covering the last 6 months</b>	
<b>An air ticket reservation</b>	
An <b>original Letter of Invitation from the inviting person</b> (Declaration of proof) signed by the person hosting the applicant. This letter should include name, address, and telephone number together with a copy of the ID card or the passport of the inviting person and a valid residence permit.	
<p><b>Either 1- Employees of the Company/Company Representatives</b></p> <ul style="list-style-type: none"> <li>- Original Duty travel authorisation signed by employer</li> <li>- Vacation leave authorisation</li> <li>- Employment certificate (CNSS Card or CNRPS + 3 most recent pay slips) stamped employment company certificate including date of recruitment</li> </ul> <p><b>Or 2 - Businessmen or Self-employed</b></p> <ul style="list-style-type: none"> <li>- Company registration and copy of relevant Official Notification from the Government Gazette</li> <li>- Licence to operate business</li> <li>- Latest company tax receipt</li> <li>- Certificate by professional association (Chamber of Advocates, Medical Association ...)</li> </ul> <p><b>Or 3 – Pensioners</b></p> <ul style="list-style-type: none"> <li>- The pensioner card/certificate or that of his/her partner</li> </ul> <p><b>Or 4- House wife</b></p> <ul style="list-style-type: none"> <li>-Declaration of financial responsibility for travel and accommodation costs signed by the husband or a parent and legalized plus proof of their income (employment certificate, pay slips...)</li> </ul>	

	<p><b>Or 5 – Students</b></p> <ul style="list-style-type: none"> <li>-Minors have to present parental authorisation to leave the country. The attestation has to be signed by both parents and has to be legalised plus a recent birth certificate in French.</li> <li>- Student card, school attendance certificate, certificate confirming school/university registration.</li> <li>- Proof of financial means of parents (Employment certificate, pay slips...) with Declaration of financial responsibility for travel and accommodation of the child signed and legalised by one of the parents.</li> </ul>	
	<p><b>Original plus photocopy of the Medical Insurance Certificate</b> for the entire duration of stay covering repatriation expenses and urgent medical expenses (minimum of 30,000 Euros) - Original will be returned upon collection of passport</p>	
	<p><b>The vaccine certificate with the European QR code</b> (to be printed from Evax website)</p>	
	<p><b>Bank Foreign Exchange Statement</b> (minimum Euro 50/day)</p>	

**This list is not exhaustive. Supplementary documentation may be requested after consideration of application, which will not automatically imply approval of visa application. In case biometric data previously submitted is found to be unusable for this application, the Consulate reserves the right to call back applicants to submit new biometric data.**

\_\_\_\_\_  
(Applicant’s Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(VFS Officer’s Signature)