

**Required Documents from Visa Unit:-**

1. **School's letter of acceptance**, this must include:
  - a. Invoice Number: Proof of fully paid course and accommodation where applicable.
  - b. Number of tuition hours per week.
  - c. Duration of the course.
  - d. Accommodation details: Clearly specifying type of accommodation (School Owned, Host Family, Own Arrangement);
  - e. **Own Arrangement**: should the student book his/her own accommodation, original and copy of official lease agreement must be provided. Students must also provide 'Rental Declaration Form' attached, filled out and signed by the landlord.
  - f. **Host Family**: Should the student reside at a host family; the student needs to present a photocopy of the Host Family license. Students must also provide 'Rental Declaration Form' attached, filled out and signed by the person under which the license is issued.
  - g. Letter must be stamped and signed by the Head of School or designate.
  - h. This is a legal declaration and schools are therefore held accountable for the information provided.
2. **Bank Statement**:
  - a. Statement currency should be in Euro or a print out of conversion attached.
  - b. Students should have enough money to cover their whole stay, that is 25EURO daily if their accommodation is already paid for or 48EURO daily if accommodation is not yet paid for.
  - c. 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.
  - d. When possible, 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
  - e. Students should provide original document of bank statement. OR
  - f. 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.
  - g. Should the student be financed through a sponsorship, the following is required:

- i. When the bank statement of the 'sponsor' is provided, a declaration – see below (in English), from owner that student will have access to these funds, together with a photocopy of the passport (or other form of identification) that shows the relationship between the student and the person that will be funding the student, needs to be provided.
- ii. The letter of declaration of sponsorship needs to:
- iii. Clearly state the relationship between the student and the sponsor.
- iv. Identify the method of how the funds will be accessed by the student.
- v. Show the account number of the sponsor.
- vi. Copy of Identification of sponsor.

**3. Insurance:**

- a. As per above, Health insurance policy must cover the student's entire stay in the Schengen Zone (including traveling dates).
- b. 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.
- c. 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).

**4. Original and Copy of Passport:**

- a. Photocopy of all pages are required (blank pages included).
- b. Students should hold a valid passport.
- c. 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).

**5. Application form**

- 6. Flight Details:** Students that have their return flights already booked are suggested to present them with their documents for ease of reference.

Any queries? Questions? Send us an email [info@english-malta.com](mailto:info@english-malta.com)