

## Checklist for the application for a Temporary Residence Permit

Applications must be submitted by the applicant in person whilst in Malta. Applicants are required to fill in the relevant forms which must include all the required information, contact details, dates and signatures. This must be done before the expiry of the authorisation to stay in Malta.

- CEA Form O (Non-EU) – filled and signed by Applicant;
- CEA Form ID 1A – Identity Registration Form.
- Full copy of Passport, including blank pages, showing a valid visa entry
- Copy of the lease agreement
- Copy of the rental declaration
- Confirmation from Housing Authority that the lease agreement has been registered
- A comprehensive health insurance plan or proof of NI payment
- Evidence indicating the applicant's purpose of stay in Malta
- An original copy of Bank statement (not older than 3 months), does not apply to Religious purposes. In case of pensioners, bank statement should show regular transfers of his/her pension.
- Application fee of €27.50.

### Additional supporting documentation in certain cases:

#### A) Partner

- An affidavit by the couple under oath, stating that they are in a durable and stable relationship, administered by a notary registered in Malta
- Official certificate issued from Public Registry showing the civil status of the Maltese national
- A letter from two different relatives or friends witnessing the relationship
- Bank statement of the applicant or the partner for the previous 3 months showing adequate funds, amounting to minimum wage + 20%
- Applicants must provide enough evidence to show that the relationship is stable and durable. Evidence should be supported by a detailed timeline of the relationship.

#### B) Religious Purposes

- Letter from the Superior of the Order concerned or from a Superior of the Curia indicating the reasons of stay in Malta, period of stay and place of residence.

#### C) Posted Worker

- Confirmation from the department for Industrial and Employment relations (DIER). That person has been registered as such worker. Residence card/Work permit issued by the first member state.

#### D) Working Holiday

- Letter from the High Commissioner of Australia or New Zealand, as applicable.

#### E) Humanitarian Grounds

- Covering letter by applicant explaining his/her purpose of stay in Malta.
- Proof of evidence of the above.

**F) Health Reasons**

- In the case of a person requiring a temporary extension to stay in Malta on the grounds of urgent issues: A detailed Medical Report by a local Specializing Consultant attesting the medical condition and recovery period;
- If the requested authorization is for the purpose for undergoing health treatment which had been already scheduled whilst person was outside Malta:
  - A) Hospital/clinic booking
  - B) Copy of payment documentation
  - C) Medical reports from local professionals
  - D) Flight tickets

**G) Pensioner**

- Official document, showing that applicant is entitled to a retirement income issued by the social Services Department in Malta.

**H) Parent of a Maltese National**

- Birth Certificate of Child/Children
- Copy of Maltese passport of Child/Children
- In case the Parents are separated or divorced a Court Decree attesting the custody of the Child/Children.

**I) Child of a Maltese National**

- Maltese Passport of parent
- Birth Certificate of child
- In case the Parents are separated or divorced a Court Decree attesting the custody of the Child/Children.

**J) Voluntary**

- Provide an agreement with the host entity or, another body responsible for the voluntary service scheme in which he is participating
- Provide proof that the voluntary scheme is recognized as a Mobility Project for Young People: Voluntary Projects scheme
- Provide evidence that if he is accommodated throughout the stay by the host entity, the accommodation meets the conditions as required by law

**K) Parent of a Study Permit Holder (Child under 18)**

- Copy of Residency Permit (Study)
- Birth Certificate of Permit Holder
- Copy of school letter

**L) Traineeship**

- A confirmation letter indicating that the notification has been accepted by Jobsplus
- Present a training agreement which provides for theoretical and practical training with a host entity.

**M) Other purposes**

- Any requests which do not fall to be considered on the basis of the above-mentioned purposes shall be given such consideration only in exceptional circumstances and on the merits of the case



All documentation listed above must be presented in English. All presented translations of official documents are to be apostilled by the Foreign Affairs if applicable. All supporting documentation must be presented in original format. The Department retains a copy of the above-mentioned list of documents.

**Identity Malta reserves the right to request additional documents before the application could be processed.**