



**Policy: Temporary Residence Permit (TRP) Policy for Non-EU Nationals Studying in Malta**

Policy Title:	STUDENT TEMPORARY RESIDENCE PERMIT (TRP) POLICY
Policy Ref:	2024 DOSA V2
Effective Date:	10/06/2024
Responsible Office	Director, Student Affairs
Responsible Executive(s)	Office of Student Affairs (OSA)

**Scope**

This policy outlines the requirements and procedures for applying for and or renewing a temporary residence permit in Malta for the purpose of assisting non-EU students to pursue their academic studies at the American University of Malta (AUM) and to live in Malta legally while doing so.

**Objectives:**

To provide a clear framework and support structure for applicants during the initial application, issuance, and or renewal of temporary residence permits.

To ensure that applicants and holders of a TRP which is underwritten by AUM are aware of their responsibilities and accountabilities for same through the delivery of regular communications to students and twice annually TRP workshops by the Office of Student Affairs.

**Eligibility Criteria:**

To qualify for a study related temporary residence permit under this policy, applicants must:

Be a fully enrolled student of good standing both academically and non-academically at AUM.

Prove sufficient financial means and access to same to support themselves during their stay in Malta, including tuition fees, living expenses etc equivalent to and not less than 9,600.00 Euro per annum.

Provide proof of a comprehensive private health insurance coverage for the duration of their stay at AUM with a minimum sum assured of 50,000.00 Euro.

Show evidence of accommodation arrangements at AUM residency or any approved private housing (registered at Housing Authority in Malta).

Hold a valid passport or travel document with a validity period extending at least six months beyond the intended duration of stay.

Must be enrolled upon a fulltime MQF level 5 and above program of study.

Must attend at minimum of 15 hours of classes per week (15 credits per semester).

Must attend with regularity all classes and maintain a minimum 85% attendance rate. For further information see page twenty-four of the AUM Student Handbook. A copy of which can be downloaded from here; [Office of Student Affairs | AUM Malta](#) .

### **Application Process:**

AUM Students must complete a document request form (DRF) prior to applying for a TRP with the Office of Student Affairs who will assist students and manage this process from A-Z. Upon submission, applicants may have to attend an interview or supply additional documentation as requested by the authorities. Please see here for further information; [Student Residency Service | AUM Malta](#)

Before a TRP application is submitted online by the applicant through the Identita expatriate's portal. The applicant must complete a document request form (DRF) through the Office of Student Affairs. Once the DRF has been approved. The Finance department and Registrar will issue documents such as the acceptance letter and enrolment letter to the applicant for their TRP application.

At all times during the application process the OSA will quality check the applicants TRP application prior to the applicant uploading their application online via the Identita portal and guide the applicant throughout the process from A-Z. For further information kindly see here; [Student Residency Service | AUM Malta](#)

### **Processing Time:**

The standard processing time for a temporary residence permit application is approximately 4-6 weeks. Applicants are advised to apply at least 30 days prior to their TRP expiring and or at least 30 days prior to their study visa expiring.

Applicants will be notified of the decision in writing and via email through their AUM email account. If approved, a temporary residence permit will be issued, allowing the applicant to live in Malta for the duration of their studies.

Please note, that the OSA are not able to expediate the TRP application process with Identita for students but can assist applicants with any queries they may have.

### **TRP Duration and Renewal:**

The TRP is typically granted for the duration of the programme the student has been enrolled upon and renewed yearly. In general, TRPs are renewed, subject to a student being fully enrolled and who is in good academic and non-academic standing at AUM.

Renewal applications should be submitted online via the Identita expatriate's online portal at least thirty days before the current permit expires. For further information kindly see here; [Student Residency Service | AUM Malta](#)

### **Rights and Obligations:**

Student TRP holders are entitled to live in Malta legally once they fulfil their responsibilities and accountabilities as a fully enrolled full-time student of good standing at AUM.

TRP holders have the right to work part-time work (up to 20 hours per week) during the academic year subject to obtaining the necessary JobsPlus work permit and or employment license. For further information please see here; [Job Search Malta: Unlock Your Professional Potential \(gov.mt\)](#)

TRP holders must also follow all Maltese laws and regulations in relation to their TRP.

### **Termination and Revocation:**

The temporary residence permit will be terminated upon the completion of the course of study or if the student stops their studies at AUM. However, AUM Graduates are entitled to extend their stay in Malta through the Maltese Graduate scheme. For further information kindly contact the OSA via email on [studentaffairs@aum.edu.mt](mailto:studentaffairs@aum.edu.mt) .

### **Revocation**

Please note that Identita the Maltese governmental agency responsible for the issuance of TRP's reserves the right to revoke the student temporary residence permit if the holder is found to be in violation of the conditions of the permit, such as non-attendance of classes, failure of educational program working illegally and or involved in criminal activities or poses a threat to public security.

### **Appeals:**

Applicants whose applications are denied or whose permits are revoked have the right to appeal the decision. Appeals must be given in writing to the Immigration Appeals Board within 30 days of receiving the decision.

For further information kindly see here [Student Residency Service | AUM Malta](#)

Website: [www.identitymalta.com](http://www.identitymalta.com)

Last reviewed by the Director of Student Affairs June 2024