

Information regarding the preparation of Visa submission documents

01 Fully filled in Visa Application form signed by the applicant along with GDPR Form

- Form needs to be filled digitally, do not use pen to fill the application form. We have seen many interview mails sent to wrong email address of students by CVU

02. Passport (both old & new passports if applicable)

03. Full Passport Copy (with a validity of a minimum of 8 months from the date of visa appointment)

- Submit them with Clear printed copies of all pages. The passport should have atleast 3 blank pages.

04. Photo according to ICAO Standards

- Photos must measure 35 mm in width and 45 mm in height, in which the height of the face must be between 32 mm and 36 mm, or equal to between 70% and 80% of the photograph with a white background

05. College Enrolment letter:

- Details of course; Duration of course; Hours per week; Proof of payment (receipt or invoice no.) provided by College submit them in Clear printed Colour copies

06. Bank Statement for the last 3 months

- Living Expense - 36 Euro per day x total duration of course.+balance tuition fee
- We always recommend to show living expense with applicant's account
- Bank Statement - Get a Digital bank statement printed on A4 Size paper, signed and stamped by a Bank official in all pages.
- Bank Certificate - the Bank must mention the local currency's equivalence to euros. (Very Important). Ensure that the bank confirmation letter is stamped and signed by bank official.
- Self Affidavit - The self-affidavit should include a clause explaining the source of the funds. For example, if the funds were transferred from a parent's account, mention that and attach the statement of parent's account that shows the transfer. If the funds are from the candidate's savings accumulated through previous jobs, mention that as well.
- Bank accounts need to be savings accounts and active accounts Only Liquid Funds are allowed.

- If Students opt for a Loan, better to choose the bank that will disburse the amount into their bank account. Bank Statement & bank confirmation letters are mandatory.
- Please ensure that the bank statement and bank confirmation letter are taken on the same date, and they are valid for only one month. Make sure candidates submit their applications with valid bank documents.
- Note that bank verification will be there after submitting the visa application. The government of Malta securely fetch the e-statement and will check the bank statements submitted by the candidate at VFS and the e-statement downloaded by the gvt. of Malta

07. Bank Card- The bank card must be from the same bank statement submitted

- The student is required to provide a color photocopy of the front side of a valid international ATM Visa or Master Debit Card, showing the name and card number, from the same bank account. If card holder name is not in the card get a confirmation letter bank stating the same.

08. If the student will be sponsored the following documents are required):

I. Sponsor's Bank Statement (last 3 months)

- Follow the above guidelines. (Point no:06)

II. Signed Declaration letter from sponsor

- In Sponsor Affidavits, The sponsor has to mention their income sources such as if the sponsor doing the job then their position information with company name, the sponsor's annual income, and their means of support. If the sponsor is doing business then their business name, what type of business they are doing with annual turnover, and their means of support, Very important to attach a National ID Card or Passport with Clear printed Colour copies with Affidavits. The sponsor must clearly indicate, how funds would be transferred to the student to cover living expenses.

III. Copy of identification of sponsor(front and back)

- Submit a National ID Card or Passport Clear printed Colour copies

09. Medical and Travel Insurance;

- Covering a minimum of 120 days from the date of departure as per flight ticket(MQF Level 5 and above courses)
- Valid for all Schengen areas
- Must Start from Malta and cover all Schengen area (Very Important)
- Minimum medical coverage of €30,000.



- Covering a minimum of 120 consecutive days;
 - Must be valid for study purpose
 - Must be in English;
- Avoid taking Insurance through Asego. Prefer Bajaj, Tata etc

10. Flight ticket details

- Student has to book a flight ticket either a paid refundable booking or reservation ticket valid
Should indicate the name of the student, date of flight and all stops.
- One week max prior to the course commencement date
- Please avoid booking flight tickets with entry through other Schengen countries
- If the course duration is less than 6 months, return ticket following the end of course is also mandatory.

11. Accommodation (first 18 nights);

- Accommodation by college: Student can choose accommodation provided by college if applicable

OR

- Booking of Hostels: Book for at least 18 nights -either the amount can be paid in advance or shown in a bank statement (in addition to the required living expense)
(For 18 nights the budget of the booking amount is a total maximum of 800 euros Approx.)

OR

- Rental Agreement-
Student can submit rental agreement along with ID proof of house owner and rental declaration form . Rental agreements should be signed by both parties and indicate duration, home address & applicant name. Declaration of proof must be stamped & signed by a local lawyer or notary & proof of residence must be provided. Ex: Electricity bill

MTA license (License issued by Malta Tourism Authority) (in case of short stay only) must be valid & signed by Malta Tourism Authority. A fully filled & signed rental declaration form must be provided with the MTA license.

12. Photocopy & Original - all educational & experience certificates with an updated CV

Secondary/matriculation certificate ·Higher secondary/intermediate Certificate./intermediate Certificate. ·Diploma/Degree certificate, Mark lists, transcript & Registration certificates.
(Please keep in mind that all main certificates are apostilled by the Ministry of External Affairs of the issuing country & and take a photocopy of the apostilled side of the document.)

13. In case of Minors ,the below documents are required

- Birth certificate (original & translated in English by an official translator)
- A copy of parent's passport
- Parents' consent letter

14. CVU & VFS Fees

Cvu appointment Fee €150 + VFS service fee at VFS- €200

15. Visa Processing Time- 6-8 Weeks

16. Visa Interview:

Please ensure that students check their emails daily for information regarding visa interviews, as these details are sent directly to their email by CVU. Missing an interview will result in visa refusal. CVU typically uses Microsoft Teams to conduct interviews, so it's crucial that students are familiar with this platform. To prevent issues, inform students to attend their interviews from your office. There have been reports of students facing technical issues and missing interviews due to unfamiliarity with Microsoft Teams. Ensuring students use your office resources can help mitigate these problems

Instructions :

Device for Interview: Students should use a laptop or computer to attend the interview

Recording the Interview: Students must record the interview using a phone or screenrecorder

Punctuality: It is crucial for students to join the interview 5 minutes before the time slot given. Take a screenshot of the same. The time of joining should be visible.

Recording submission: If a student claims to have joined the interview punctually but encountered the interviewer's absence, request the student to submit the recording of the interview.

Important Note:-

- 1) All documents should be prepared in A4 Size with Clear printing.
 - 2) All documents should be submitted in English only.
 - 3) Avoid submitting any other documents which are not mentioned in the checklist.
 - 4) Avoid submission of the documents in VFS without review from our end. It is important that you are uploading all visa documents in the portal before your student submits visa application.
 - 5) The above guidelines must be followed strictly.
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