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.

02   Passport (both old & new passports if applicable)

03   Full Passport Copy (with a validity of a minimum of 8 months)
• 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
• Get a Digital bank statement printed on A4 Size paper, signed and stamped by a
  Bank official, and make sure that currency is clearly stated.
• Bank accounts need to be savings accounts and active accounts
• Only Liquid Funds are allowed.
• If students have a Fixed deposit, they need to get an Overdraft facility on a Fixed
  deposit and then transfer to a savings account to show the required funds.
• If Students opt for a Loan, better to choose the bank that will disburse the amount
  into their bank account.
• Living Expense- 36 Euro per day x total duration of course + balance tuition fees if any
  If course duration is more than 2 years- 1 Year Living expense+ balance tuition fees to
  be shown in account
• In the Bank Certificate, the Bank must mention the local currency's equivalence
  to euros. (Very Important)
• Please ensure that the bank statement and bank confirmation letter are taken on the
  same date, as they are valid for only one month. Make sure candidates submit their
  applications with valid bank documents.

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.
08 ATM Withdrawal Slip:
   Please note that the ATM withdrawal slip is required. ATM card must be from the same bank statements
   submitted. Students need to withdraw some amount using their ATM card and attach the slip along with
   a copy of the bank card.

(If the student will be sponsored the following documents are required):
i.   Sponsor's Bank Statement (last 3 months)
• Follow the above guidelines.
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 local bank account for the student to cover living expenses for example transfer from
   Western Union, Revolut, Transfer wise.
iii.   Copy of identification of sponsor(front and back)
• Submit a National ID Card or Passport Clear printed Colour copies

iv. Income Proof of Sponsor:
• ITR of last 3 years.
• Last 6 months salary statement & and salary certificate if the sponsor is employed .

07   Medical and Travel Insurance;
• Covering a minimum of 180 days from the date of departure as per flight ticket
• Valid for Schengen area
• Must Start from Malta and cover all Schengen area (Very Important)
• Minimum medical coverage of €30,000
• Covering a minimum of 180 consecutive days;
• Must be valid for study purpose
• Must be in English;
 08   Flight ticket details
• Student has to book a flight ticket either a paid refundable booking or reservation ticket valid for at
   least 4-6 weeks from the date of VFS submission
• One weeks 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 12 months, return ticket is also mandatory.

09   Accommodation (first 18 nights);
•   Accommodation by college: Student can choose accommodation provided by college if applicable
OR
• Booking of Hostels: At least 18 nights+ or a maximum of 30 nights of confirmed **paid accommodation** at the Hotel or Hostel.
   (For 18 nights the budget of the booking amount is a total maximum of 600 euros Approx.)
OR
•   Rental Agreement- Student can submit rental agreement along with ID proof of house owner and rental declaration form

10 Photocopy & Original - all educational & experience certificates
·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.)
11.Cvu Fee+ VAC fee- €150 + €200

12.Visa Processing Time- 6-8 Weeks

13. 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.
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.