



**Department for Citizenship and Expatriate Affairs**  
**3, Castille Place**  
**VALLETTA**

Application for a residence permit  
for Non-EU/EEA nationals

(being persons who are not nationals of EU Member States, Iceland, Liechtenstein or  
Norway)

**N. B. This form should be completed by a Non-EU/EEA citizen:**

- who is employed
- who is self-employed
- who is studying at an educational establishment
- who is economically self-sufficient
- who is retired
- who is in Malta for other purposes

**1. Personal Details**

Surname		Former surname							
Forename(s)									
Present Nationality / Nationalities		Former Nationality / Nationalities							
Birth date <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Day</th> <th style="width: 15%;">Month</th> <th style="width: 15%;">Year</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">/</td> <td style="text-align: center;">/</td> <td></td> </tr> </tbody> </table>		Day	Month	Year	/	/		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Maltese ID card number
Day	Month	Year							
/	/								
Place of birth		Country of birth							
Occupation		Employer							
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widow / widower <input type="checkbox"/> Divorced									
Foreign permanent address									
Address in Malta									
Phone ☎	Fax	E-mail ✉							
Date/s of previous/current residence in Malta (if any):									
From:	To:	From:	To:						

## 2. Passport Details

Passport number				Country of issue				Place of issue							
Date of issue								Valid until							
Day		Month		Year				Day		Month		Year			
		/								/					

## 3. Application details

Purpose for applying for the residence permit																																																																			
<input type="checkbox"/> Employment <input type="checkbox"/> Self-Employment <input type="checkbox"/> Studies <input type="checkbox"/> Other categories, (please specify)	<input type="checkbox"/> Economic self-sufficiency <input type="checkbox"/> Retirement <input type="checkbox"/> Scientific research <input type="text"/>																																																																		
Application is being made for:	<b>*Current Residence permit number</b>																																																																		
<input type="checkbox"/> First Residence Permit <input type="checkbox"/> Transfer of current Permit to a new passport* <input type="checkbox"/> Extension of current permit*	<input type="text"/>																																																																		
For the Period																																																																			
<table border="1"> <tr> <td>Day</td><td></td><td>Month</td><td></td><td colspan="4">Year</td> <td>To</td> <td>Day</td><td></td><td>Month</td><td></td><td colspan="4">Year</td> </tr> <tr> <td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Day		Month		Year				To	Day		Month		Year						/								/						<table border="1"> <tr> <td>Day</td><td></td><td>Month</td><td></td><td colspan="4">Year</td> <td>To</td> <td>Day</td><td></td><td>Month</td><td></td><td colspan="4">Year</td> </tr> <tr> <td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td>/</td><td></td><td></td><td></td><td></td><td></td> </tr> </table>	Day		Month		Year				To	Day		Month		Year						/								/					
Day		Month		Year				To	Day		Month		Year																																																						
		/								/																																																									
Day		Month		Year				To	Day		Month		Year																																																						
		/								/																																																									

## 4. Spouse details

Surname				Former Surname							
Forename(s)											
Present Nationality / Nationalities				Former Nationality / Nationalities				Maltese ID card number			
Birth date						Date of marriage					
Day		Month		Year		Day		Month		Year	
		/						/			
Place of birth				Country of birth							
Husband/Wife's Residence Permit number (If applicable):											
<input type="text"/>											

**5. References in Malta** (*fill only if applicable*)

	Full name / ID Card No	Phone ☎	Address
<b>1</b>			
<b>2</b>			

**6. Additional Information in respect of:**

**I. Applicants applying for a Residence permit for employment purposes**

Job title	Name of business														
Employer registration number	Work permit reference number														
Address of business															
Period of employment															
<table border="1"> <thead> <tr> <th>Day</th> <th>Month</th> <th>Year</th> <th>To</th> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><b>20</b></td> <td></td> <td></td> <td></td> <td><b>20</b></td> </tr> </tbody> </table>	Day	Month	Year	To	Day	Month	Year			<b>20</b>				<b>20</b>	
Day	Month	Year	To	Day	Month	Year									
		<b>20</b>				<b>20</b>									
<i>Documents to be submitted – see list (section 7) – numbers: 1 – 6 – 8 and 11 or 12 as applicable</i>															

**II. Applicants applying for a Residence permit for self-employment**

Name of business	Nature of business														
ETC registration number	VAT registration number														
Trade Licenses Unit number	Work permit reference number														
Address of business															
Period of employment															
<table border="1"> <thead> <tr> <th>Day</th> <th>Month</th> <th>Year</th> <th>To</th> <th>Day</th> <th>Month</th> <th>Year</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><b>20</b></td> <td></td> <td></td> <td></td> <td><b>20</b></td> </tr> </tbody> </table>	Day	Month	Year	To	Day	Month	Year			<b>20</b>				<b>20</b>	
Day	Month	Year	To	Day	Month	Year									
		<b>20</b>				<b>20</b>									
<i>Documents to be submitted – see list (section 7) – numbers: 1 – 6 – 8 – 13</i>															

### III. Applicants applying for a Residence permit for study purposes

Purpose <input type="checkbox"/> Studies <input type="checkbox"/> Unremunerated training		<input type="checkbox"/> Pupil exchange <input type="checkbox"/> Voluntary service	
Area of study		Educational Institute	
Duration of studies			
Day		Month	
	/		/
Year		To	
2	0		
<i>Documents to be submitted – see list (section 7) – numbers: 1 – 3 – 4 – 5 – 6</i>			

### IV. Applicants applying for a Residence permit as economically self-sufficient or retired persons

Inland Revenue permit number (if applicable)			
Duration requested			
Day		Month	
	/		/
Year		To	
2	0		
<i>Documents to be submitted – see list (section 7) – numbers: 1- 4 – 5 – 6 and 9 (if applicable)</i>			

### V. Applicants applying for a Residence permit on other grounds

Please specify and give details:  <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/>			
Duration requested			
Day		Month	
	/		/
Year		To	
2	0		
<i>Documents to be submitted – see list (section 7) – numbers: 1 and 6 (other documents as may be applicable)</i>			

## 7. Supporting documents

Tick documents enclosed with this application

1	<input type="checkbox"/> 2 x Photographs (two recent passport size coloured photos)
2	<input type="checkbox"/> Marriage certificate
3	<input type="checkbox"/> Enrolment letter – specifying duration of course
4	<input type="checkbox"/> Proof of financial resources (preferably a bank statement)
5	<input type="checkbox"/> Evidence of sickness insurance
6	<input type="checkbox"/> Passport (or photocopy of passport – <i>page containing details</i> – in case of applications sent by post – authenticated by a Police Officer)
7	<input type="checkbox"/> Birth certificate
8	<input type="checkbox"/> Employment licence
9	<input type="checkbox"/> Residence permit issued by the Commissioner of Inland Revenue
10	<input type="checkbox"/> Present residence permit (in case of permit extension or transfer of permit to a new passport)
11	<input type="checkbox"/> FS3 – Final Settlement System (Payee Statement of Earnings)
12	<input type="checkbox"/> Payslips
13	<input type="checkbox"/> Profit and Loss Account

## 8. Declaration

I hereby solemnly declare that the information given in this application is true to the best of my knowledge and belief and that no details have been omitted that could be of decisive importance when the application is considered.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Data Protection Statement

**The personal data collected in this form is for the purposes related to the issue of residence permits in Malta as required under the Immigration Act and any other subsidiary legislation. All personal data is processed in accordance with the Data Protection Act.**

## **Form completion instructions for a residence permit application by a third country national.**

-‘Applicant’ refers to a person who is already residing in Malta.

### **- Applying for a residence permit**

- Persons who are already residing in Malta and who are indicated on the same application should apply immediately for a residence permit.
- Persons who have just taken up residence in Malta and who are prospective long-term residents should also apply immediately for a residence permit.
- Persons who wish to apply for the renewal of their permit should do so possibly 3 months prior to the expiry of the current permit.
- Persons who have previously resided in Malta should confirm this by filling the appropriate field under Section 1: Personal Details.
- The fee for a residence permit (valid for 1 year or less) is €23.29, paid at the time of application. The fee for a Long-Term Resident (LTR) residence permit (valid for 5 years) is €23.29 on application and €93.17 on issue of the permit. FEES ARE NOT REFUNDABLE

### **- Filling in the application form**

- Applicant should complete section 3 as applicable and should select and complete the appropriate field in section 6.
- As regards section 4 – Spouse details – this section has to be completed even if the spouse is not residing in Malta. In such a case the words ‘not residing in Malta’ should be inserted in the last item thereof.
- Any application that contains omissions or is incorrectly completed will be returned to the Applicant.

### **- Documentation**

- All required documents together with photocopies thereof ( + English translations, if applicable) should be presented with an application.
- Applicant must attach two recent coloured photographs.

### **- Rules**

- Only one application for a residence permit for a specific purpose of stay will be considered at any one time.
- The passport shall have a validity period at least equivalent to or longer than the validity period of the residence permit.
- If false information has been deliberately given, or a matter has been concealed which would have led to the rejection of the application, the residence permit will be revoked.

### **- Submitting an application by post**

- Applications for a residence permit or for a long-term resident residence permit may be submitted by post as long as photocopies of all the required documents and a cheque for the appropriate fee, are enclosed.

#### **- Long-Term Resident Status**

Further to the documents indicated at Section 6 of the Application Form, applicants for Long-term resident status have to submit also documentary evidence regarding:

- legal and continuous residence in Malta for 5 years. (Passport/s have to be presented for this purpose).
- stable and regular resources (These should be at least the national minimum wage + an amount of 20% thereof in respect of each member of the family).
- the premises occupied by applicant. (A copy of the Deed of Purchase/Lease Agreement or an Architect's evaluation attesting that the accommodation is regarded as normal for a comparable family in Malta and that it meets the general health and safety standards in force in Malta).
- sickness insurance in respect of all risks normally covered for Maltese nationals for the applicant and the members of his/her family.  
(NB Work permit holders paying social security contributions in Malta need not satisfy this condition).

Furthermore, they are required to submit also a letter giving their history since they first arrived in Malta. This letter should include information on the grounds on which they came to and remained in Malta, their employment history since then, the current and previous premises occupied by them, family members, if they are living with them in Malta, and any other information which could be useful in the consideration of their request for long-term resident status.

#### **- Data Protection**

The Data Controller is the Director for Citizenship and Expatriate Affairs.

Information furnished in this application form and any other subsequent information which may be provided by you at a later stage, will be processed for the purposes of issuing a residence permit and it may be accessed by employees within the Department for Citizenship and Expatriate Affairs, the Immigration Authorities, Police Authorities, the Ministry of Foreign Affairs and any other government department and/or organisation that may be involved in the process of evaluating your application form, in line with Maltese law.

In the course of evaluating your application form, the Department for Citizenship and Expatriate Affairs may also enquire for information about you from other government departments, authorities or other organisations, which may need to be taken into consideration to process your application form.

All details supplied by you (the applicant) are registered in a Residence Permit Database, which may also be accessed jointly by the Immigration Authorities in Malta.

You have a right under the Data Protection Act to enquire about information that is being processed about you by writing to the Data Protection Officer, Department for Citizenship and Expatriate Affairs, 3 Castille Place, Valletta.

All personal data is processed in accordance with the Data Protection Act Chapter 440 of the laws of Malta.

16/04/09