



# EXPATRIATES UNIT

## APPLICATION FOR RESIDENCE DOCUMENTATION

### STUDY

(To be filled in by persons who are not nationals of an EU Member State, Iceland, Liechtenstein, Norway or Switzerland)

#### APPLICANT'S PERSONAL DETAILS

Surname:

Name:

Maiden Surname (if applicable):

Current Nationality:

Nationality at Birth:

Country of Birth:

Place of Birth:

Marital Status:  Single  Married  Separated  Divorced  Widow/er

Sex:  Male  Female  Other

Date of Birth: 

D	D	M	M	Y	Y	Y	Y
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Travel Document Type:  Passport  Foreign ID  Other (specify): \_\_\_\_\_

Travel Document No:

Country of Issue:

Date of Issue: 

D	D	M	M	Y	Y	Y	Y
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 Valid Until: 

D	D	M	M	Y	Y	Y	Y
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#### ADDRESS IN MALTA

Property No:

Property Name:

Street Name:

Locality:

Postal Code:

Telephone No:

Mobile No:

Email:



## SUPPORTING DOCUMENTS

These regulations apply to third-country nationals accepted by an establishment licensed by the National Commission for Higher Education to pursue a full-time course of study leading to a higher education qualification. The qualification must be recognised by the Malta Qualification Recognition Information Centre at MQF level 5. Courses may also include a preparatory programme which leads to the higher-education qualification.

Third-country nationals who are visa exempt must submit their application for a residence permit within three months from their date of entry within the European Union territory. Other non-European nationals who need a visa travel to the Schengen Area must be in possession of a visa issued for education purposes. 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 requested information and signatures.

- CEA Form N (Non-EU) – Application for a residence permit based on Study purposes. The form must be endorsed by the educational establishment with an official stamp and signature of the responsible official;
- Form ID 1A –Identity Registration Form.
- Application fee of €27.50.

All supporting documentation must be presented in original format:

### Travel and identity documents

Full copy of the applicant's valid passport, including the blank pages, showing a valid visa granted for study purposes. Upon renewal, the applicant must return his previous residence permit together with a copy of the passport's biometric page.

### Course information

An acceptance letter from the education institution (which shall be licensed by NCFHE) indicating the exact period of study and the details of the course, particularly its MQF level which shall be a full time course. The applicant must provide evidence of settlement of the relevant tuition fees. Tuition hours must exceed 15 hours per week. The details must be presented on an official letter head of the establishment and signed by the responsible official. The documentation must include a confirmation from the education institution that the student holds sufficient knowledge of the language of the course being forwarded.

### Means of subsistence

Bank statement or money transfer receipts of the previous 3 months showing adequate funds in Euro to support the applicant's stay in Malta during the whole period of study. The funds must amount to 75% of the national minimum wage for every month of study in Malta. In exceptional circumstances each case will be considered on each own merit.

When relying on a foreign bank account, the applicant must confirm accessibility to the funds through a debit/credit card and corresponding withdrawal chits from a local bank.

An applicant whose stay in Malta is financially supported by a third party must present a signed declaration from the sponsor together with a copy of the sponsor's identity document. The latter has to include the date and the contact details of the sponsor. The bank statement of the applicant must show the funds being deposited to his/her account.

### Health coverage <sup>1</sup>

Comprehensive health-insurance policy, showing all aspects being covered, which supports the applicant in the eventuality of requiring any type of medical assistance or hospitalisation during the whole period of stay in Malta.

### Residential address

See also Accommodation Notes

### Other documents

Applicants who have their return flights already booked are required to submit a copy of the tickets with their application. The return date must be not later than 10 days after the end of the course.

Identity Malta may request an applicant to undergo medical screening if the student's stay in Malta could pose a threat to public health.

Students renewing their residence permit must submit evidence by the education institution concerned of the successful completion of their previous period of study. Such evidence should give priority to the attendance record of the student, the progress registered by the student and the final results of any type of academic assessment.

<sup>1</sup> The health sickness requirement applies to those students who are not exempt under the Healthcare Fees Regulation 2004 (Legal Notice 201/2004).

## ACCOMODATION NOTES

Following the enactment of Subsidiary Legislation 604.02, in January 2020 to regulate the rental market, The following applies regarding documentation to be submitted.

### Accommodation agreement (Lease or Rent)

- An original contract is to be presented with original signatures of both landlord and tenant.
- Details of landlord and tenant on the contract include name, ID card number and address being rented out
- If Landlord is not Maltese, a purchase agreement of the same premises needs to be presented. Details of purchaser on this agreement needs to match the details of landlord on the lease/rent agreement
- If the housing lease/rent agreement provided with the Initial Application was of less than one (1) year, applicants need to be informed that they will be expected to provide the interim lease/rent agreements that cover the entire year retrospectively at the next renewal
- Contract should not have details crossed off in pen or tippex and written over. If such a contract is presented, it is not to be accepted

### Applications for renewal of permits

If there is a period from the date of the expiry of the original agreement submitted with the previous residence permit application, which is not covered by the said lease/rent agreement, the contract bridging such gap should be provided as well as the new contract going forward.

### Approval Letter

- A copy of the approval letter regarding the registration of the property issued by the Housing Authority should be provided or in the case that such registration is not possible at law the Housing Authority should provide such confirmation.

### Students

- Students using the school accommodation are exempted from presenting a lease agreement. The relevant information must be included in the acceptance letter referred to in Point 2. The information must state that the property is being used by the institution for accommodating its own students.
- Students being hosted in a local household must present a copy of the license issued by the Malta Tourism Authority to the host. The latter should also be complemented by a Rental Declaration Form.

N.B.: It is to be remarked that in the case of a contract signed pre 2020 and expiry is after 1st January 2021 the property may still be registered until the end of 2020.

## NOTES TO APPLICANTS

A residence permit issued for a maximum period of one year, depending on the duration of the studies, if the issue of such permit is not contrary to public policy, public security or public health.

Students holding a residence permit may take up employment for a maximum period of 15 hours per week, as long as they are in possession of an employment license. Further information in this respect may be obtained from Jobs plus website: [jobsplus.gov.mt](http://jobsplus.gov.mt)

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.**

**PRIVACY POLICY  
CEA FORM N**

By submitting the CEA Form N and the attachment(s) required (altogether the “Form”), you provide Identity Malta Agency (“IMA”) with personal data (the “Data”) and thus become a “data subject”.

The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). IMA has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. IMA will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

**1. Data Controller and Data Protection Officer**

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form.

IMA is an Agency of the Government of Malta, delivering services related to Citizenship, Identity Cards, Passports, Visas, Expatriates and Public Registry.

IMA's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by IMA. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identity Malta Agency

Valley Road, Msida, MSD 9020, Malta

E-mail: [dataprotection@identitymalta.com](mailto:dataprotection@identitymalta.com)

**2. Purposes and legal basis**

The purposes for processing personal data collected within this form are to process an application of third-country nationals in order to be issued with a residence and populating Identity Malta Agency's databases.

The legal basis for processing the Data are the performance of a task carried out in the public interest by Identity Malta and compliance with the legal obligation deriving from S.L.217.09, to which Identity Malta is subject.

We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and/or electronically on our technology systems.

**3. Recipients of personal data**

Data will be accessed by Identity Malta employees in charge of processing the Form.

It may also be transferred to other departments within Identity Malta in order to facilitate the delivery of the service requested by submitting this Form.

This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers.

Under certain conditions, IMA may disclose your information to other third parties, (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

Data will not be transferred to third countries or international organizations.

**4. Storage period**

Data will be retained for 20 years (from the moment that the file/s is/are considered as dormant).

**5. Your rights**

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation.

If you feel that Identity Malta has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

**IDENTITY MALTA AGENCY**

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