



Procedure for Student Visa Extension

All the required documents should be sent to adminco@amlanguage.com in pdf format.

The email must include 7 **SEPARATE** attachments as follows:

- a. Schengen Visa Application form (filled and signed)
- b. Bank statement (must be in English or translated in English)
- c. Insurance cover; (must be in English)
- d. Scanned copy of passport; (all pages included blank pages)
- e. Flight details; (Arrival & Departure must be in English)
- f. Rental Declaration Form & Lease Agreement (only if the student has own accommodation)
- g. GDPR Policy form (must be signed by the student)

1. Appointments:

- Students will need to apply for an extension of their student visa that is granted for a maximum of 365 days.
- Appointments are held at Central Visa Unit office, in Valley Road, **Msida** Monday To Friday between 09:00 and 13:00
- Collection of passport with visa is at Central Visa Unit office on Tuesday & Wednesday between 13:00 and 14:00, 4 weeks after date of application. Students should be encouraged to keep a copy of their passport.
- Students need to be advised that flights and course duration need to correspond: e-ID will not be issued for dates, which surpass course duration excessively, which is at the discretion on DCEA. Date of expiry will be the date of expiry of Health insurance, therefore it is important that students are covered for their entire stay in the Schengen Zone (including traveling dates).
- It is of utmost importance that initial appointment is requested as early as possible following student arrival. NO EXCEPTIONS will be made for students that have made travel arrangements and have left it to the last minute to apply for a visa.
- An application may be lodged only after a minimum of 6 weeks from the arrival date. This is being done for the department to be able to confirm that the student is actually following the course of study in Malta and a record of attendance can be requested and/or verified.
- Applicants with less than 4 weeks left on their current Visa are subject to having their application rejected.

2. Required Documents:

- a. **Two official format Passport Photos (white background)** - photos of each applicant must be according to the ICAO 9303 part 3 standards.
- b. **School's letter of acceptance (provided by AM Language), this must include:**
 - Invoice Number: Proof of fully paid course and accommodation where applicable.
 - Number of tuition hours per week.
 - Duration of the course.

- Accommodation details: Clearly specifying type of accommodation (School Owned, Host Family, Own Arrangement).
- Own Arrangement: should the student book his/her own accommodation, original and copy of official lease agreement must be provided. Students must also provide 'Rental Declaration Form' attached, filled out and signed by the landlord.
- Host Family: Should the student reside at a host family, the student needs to present a photocopy of the Host Family license. Students must also provide 'Rental Declaration Form' attached, filled out and signed by the person under the license is issued.
- Letter must be stamped and signed by the Head of School or designate.
- This is a legal declaration and schools are therefore held accountable for the information provided.

c. Attendance Report from Tuition Department

3. Bank Statement:

- Statement currency should be in Euro or a print out of conversion attached.
- Students should have enough money to cover their whole stay, that is 18EURO daily if their accommodation is already paid for or 36EURO daily if accommodation is not yet paid for.
- Bank statement should be in English and it should clearly state that the student is the owner of the account, where possible, this should include an identifying number such as passport or National ID Card. A photocopy of the document referred to by the identifying number needs to be provided.
- When possible, in the case where no identifying number is available on the bank statement, a bank declaration needs to be provided referring to the name of student, account number, and as above identifying number, as proof of ownership
- Students should provide original document of bank statement OR photocopy of the bank statement together with a photocopy of the credit/debit card that the students use to withdraw money from that account. Students will also need to provide an original receipt that, is provided when students withdraw money from an ATM.

Should the student be financed through a sponsorship, the following is required:

- When the bank statement of the 'sponsor' is provided, a declaration - see below (in English), from owner that student will have access to these funds, together with a photocopy of the passport (or other form of identification) that shows the relationship between the student and the person that will be funding the student, needs to be provided.
- The letter of declaration of sponsorship needs to:
 - Clearly state the relationship between the student and the sponsor.
 - Identify the method of how the funds will be accessed by the student.
 - Show the account number of the sponsor.
 - Copy of Identification of sponsor.

4. Insurance:

- As per above, Health insurance policy must cover the student's entire stay in the Schengen Zone (including traveling dates).
- Insurance needs to be in English and must state that in-patient and day care hospital expenses are covered and coverage needs to be clearly stated in Euro.
- Together with the copy of the insurance, students need to present their original document (or printout with clear identifiable reference to student identification and copy of identification).

- The insurance policy must cover at least 30,000EUR and must be valid for Schengen countries.

5. Original and Copy of Passport:

- Photocopy of all pages are required (blank pages included).
- Students should hold a valid passport.
- In the case of a Tourism Purpose visa, students must provide proof that their intention before coming to Malta was to study. This must be in the form of correspondence with the school (in English).

6. Form should be fully filled and signed:

<https://amlanguage.com/app/uploads/2022/01/Procedure-Extension-of-Visa.pdf>

7. Flight Details:

- Students that have their return flights already booked are suggested to present them with their documents for ease of reference

8. GDPR Policy Form:

- Form should be dated and signed by the student, please note that signature on both VISA Application form and GDPR form must be exact match with the signature in student's passport

9. FEES:

- Government Fee: 70.00Euro

10. Holiday allowed:

- Bookings of 8 weeks = 1 week.
- Bookings between 9 weeks to 12 weeks= 2 weeks.
- Bookings between 13 to 23 weeks = 3 weeks.
- Bookings more than 24 weeks = 4 weeks.

11. Passport Requirements:

- Valid passport, showing at least three blank pages (two of which facing each other), with a validity period beyond the duration of the entire course plus three months;