

## **Procedure for Student Visa Extension**

Kindly scan the QR code placed at the reception area to guide you through the application process.

The Visa application must be submitted with 10 **SEPARATE** documents 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 & ID Card of the landlord ( only if the student has own accommodation )**
- g. **GDPR Policy form (must be signed by the student)**
- h. **Bank Card – Copy of bank card together with a copy of an ATM receipt obtained while using the same bank card.**
- i. **Invitation letter; provided by the school**
- j. **Attendance record; provided by the school**

### **1. Appointments:**

- Students will need to apply for an extension of their student visa that is granted for a maximum of 365 days.
- Students who need to apply for student visa need to submit their request with the school no later than 4 weeks prior to expiration of exemption period.
- Students will need to provide the school representative with a local phone number , passport number, name and surname & an email address so the school can create their visa requests and forward them to the authorities. Requests are being sent to the central visa unit on a weekly basis (every Wednesday). Once Central Visa unit receives the request, they will issue a ticket number to the student, who would receive a link with which they will be able to apply directly online via portal.
- Once received the link, students can upload all their documents on the platform. After upload of the full set of the documents a payment request will be received by the student for him to settle the visa application fee of €100.00 by credit/debit card. Whenever payment is completed applicants will receive a receipt of payment confirmation and after this step they can head to the central visa unit with their original passport, the 2 passport size photos and the proof of payment in order to submit officially the passport with the officers at Central Visa Unit.
- Collection of passport with visa will be done at Central Visa Unit office after 4 weeks from passport submission date. Central visa unit is opened from 08:00 till 14:00, 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 of 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 request is submitted as early as possible, usually six weeks after student's arrival in Malta. 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 and copy of the landlord's ID.
  - 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 28EURO 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.
- No longer will be accepted cash declarations from local notaries for visa extension applications, all students must submit a bank statement showing sufficient financial means for the whole course duration (Wise & Revolut accounts are accepted).

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:**

**<http://www.amlanguage.com/app/uploads/2017/03/Application-for-Schengen-Visa.pdf>**

**7. Flight Details:**

- Applicants must present arrival and departure flight details (with clear identifiable reference to student's full name).

**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: 100.00Euro - to be settled by credit/visa card

**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.