

IDENTITY MALTA AGENCY

Residence Permits and Visa Processes

Mr Roger Mulvaney – Senior Manager CSRU & Expats
Ms Kelly Zammit – Administrative Officer



EU Nationals

Under 3 months

- Exercising Treaty rights – Freedom of Movement

Over 3 months

- Proof of scope to reside
- May work without a residence document

Third-Country Nationals

Third-country nationals require residence permit to reside and work in Malta

- TCNs: foreign nationals who are not EU Nationals or nationals of Liechtenstein, Norway, Switzerland and Iceland

eResidence document specifies the scope of residence

- Change of scope requires new application and approval
- Validity is also dependent on validity of scope
- Immigration status lost upon loss /change of scope

Single Permit

Subsidiary Legislation 217.17

<https://legislation.mt/eli/sl/217.17/eng/pdf>

Employment and Residence in Malta (only)

Remains dependent on Labour Market exigencies

Tied to specific employer and designation

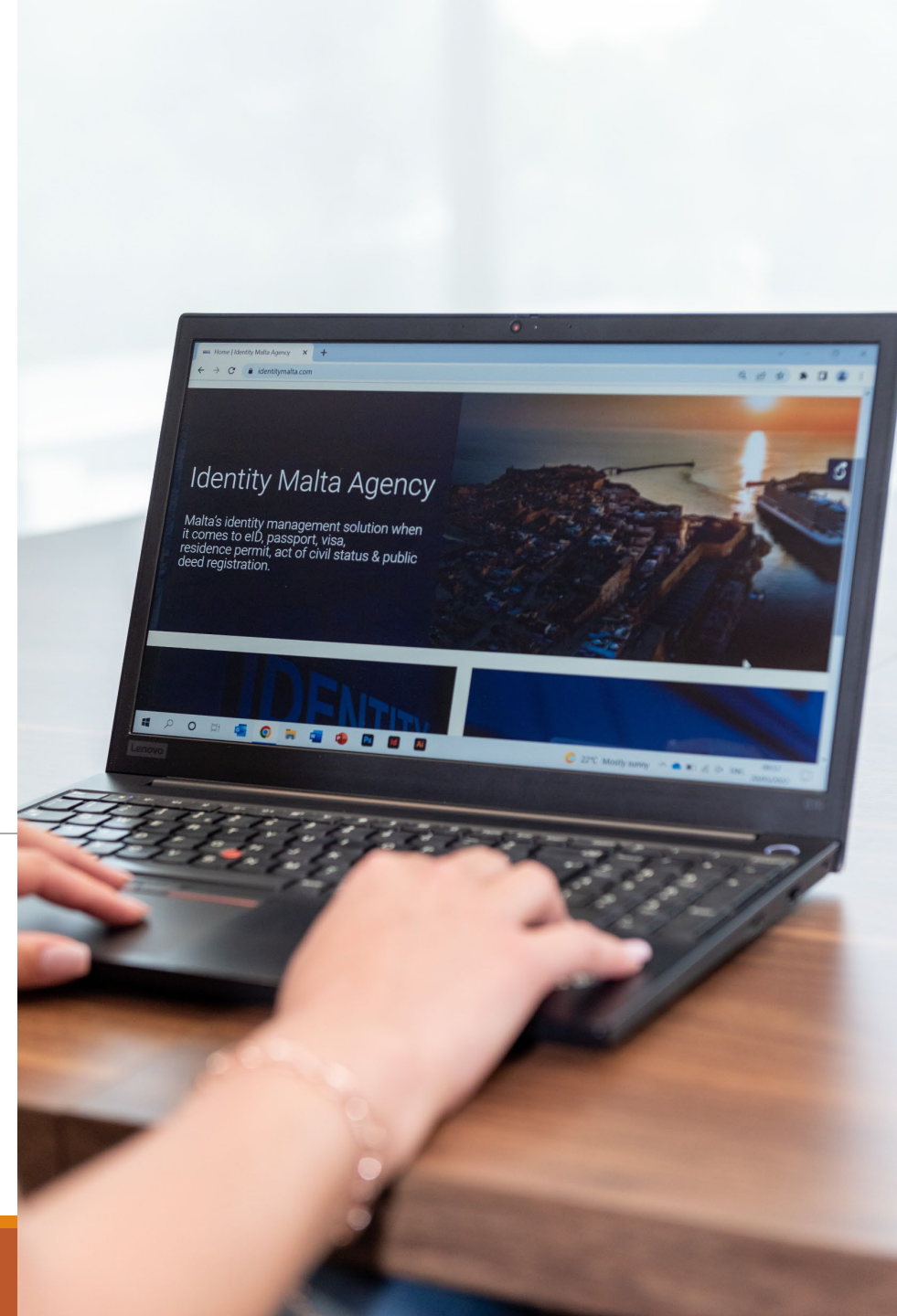
Employer is to ensure that the company is registered with Jobsplus



Using the Online Portal

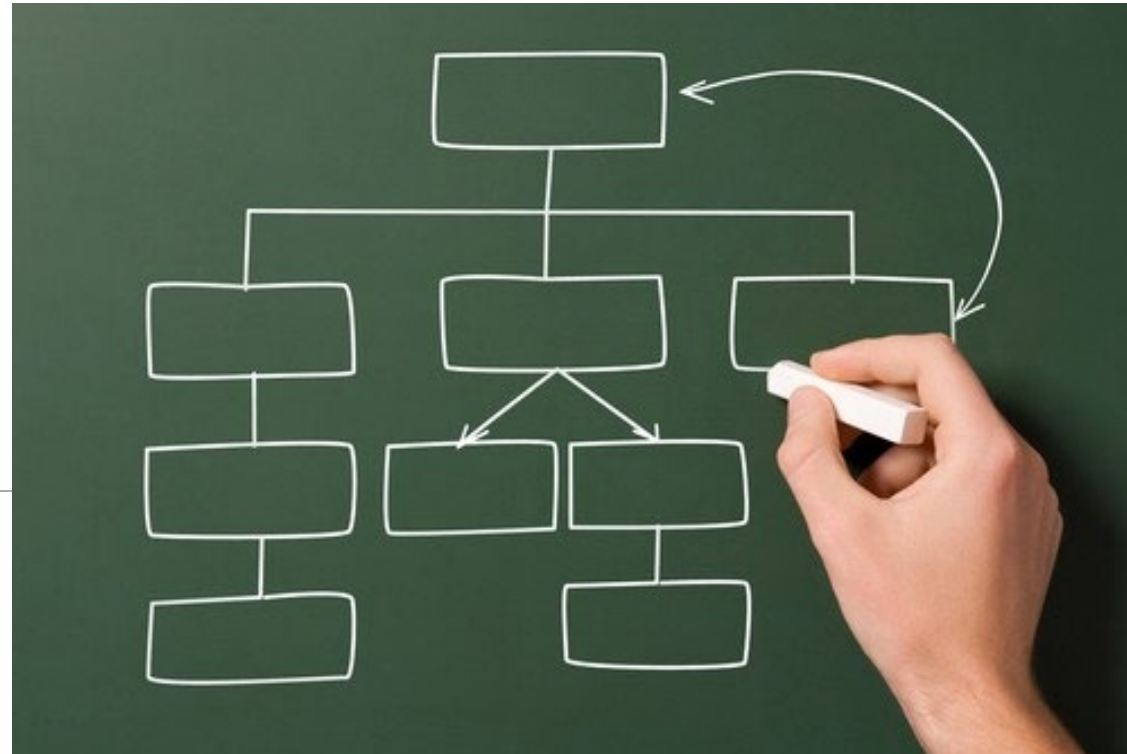
- Requires e-ID access
- Do NOT share eID credentials
- Laptop/PC-only Access
- Requires an Organisation Manager
- Other members of staff or designated persons may be added (& removed)

Queries: registerosp.ima@gov.mt



The Process

Process Flowcharts



Documents Checklists – Single Permit

	New Application	Renewal	Change Employer	Still Abroad
Residence Application Form	✓	✓	✓	✓
Passport	✓	✓	✓	✓
Covering Letter	✗	✗	✗	✗
Work Contract	✓	✓	✓	✓
Payslips and FS3	✗	✓	✗	✗
Curriculum Vitae	✗	✗	✗	✗
Position Description	✓	✗	✓	✓
Proof of Advertisement	✓	✗	✓	✓
Declaration of Suitability	✓	✗	✓	✓
Declaration of Posting	✗	✗	✗	✗
Qualifications of the Applicant	✗	✗	✗	✗
Reference Letters	✗	✗	✗	✗
Entry Visa	✓	✗	✗	✓
Health screening	✓	✓	✓	✓
Property lease or Purchase Agreement	✓	✓	✓	✓
Housing Authority Registration	✓	✓	✓	✓
Health Insurance Policy	✓	✗	✗	✓
Termination of Employment	✗	✗	✓	✗

Third-country nationals holding a permit issued by another EU member state

Holders of the below in another EU member state are not eligible for Employment in Malta:

- Refugee Status
- Humanitarian protection
- Subsidiary protection



The Approval in Principle

- **Not** a substitute for a residence permit
- Fixed period of validity
- Information provided on it:
 - Biometrics appointment booking link and process
 - Terms & conditions
 - Type of application submitted (in the footer)
 - Unique verification code
 - List of documents to be submitted during the biometrics appointment
 - Visa application details

IDENTITY MALTA
Identity Malta
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Valley Road, Msida, MALTA
+356 2550 4900
eng@ima@identitymalta.com
www.identitymalta.com

Approval in Principle Letter

Date: {docTemplate.Today}
{docTemplate.ApplicantFullName}
c/o {docTemplate.EmployerName}
{docTemplate.EmployerAddressLine1}
{docTemplate.EmployerAddressLine2}
{docTemplate.EmployerAddressLine3}

Reference: {docTemplate.Barcode} Residence Card No: {docTemplate.RegistrationNo}

Dear {docTemplate.ApplicantFullName}

This letter is in response to your application, dated {docTemplate.ApplicationDate}, requesting a residence permit for the purpose of employment in Malta.

Your application, as the holder of passport number {docTemplate.PassportNo} was submitted under the Single Permit procedure, as provided for in Subsidiary Legislation 217.17 of the Laws of Malta. **Please be informed that your request has been granted in principle, but this letter is NOT your work permit.**

You are authorised to proceed to Malta in order to take up employment in the country subject to you fulfilling all other immigration requirements.

This approval to you as a third country national is without prejudice to:

- any further approval that may be required by the Maltese Health Authorities to proceed to Malta (as per Legal Notices 244, 255, 280 and 290 of 2020, and/or any subsequent related LN which may be issued by the Health Authorities)
- any visa requirements especially if you reside in those third countries where there is yet no facilitation for the issue of visa;
- any restrictions regarding travelling to Malta imposed by states through which you would need to transit in order to reach Malta.

[{docTemplate.VerificationCode}]

Approval in Principle- Still Abroad Applications V7.0

Should you require a visa to enter the Schengen area of Europe, you are required to present a letter with your visa application form, and other required supporting documents, to the pertinent Maltese Embassy or Maltese Consulate within 180 days of receipt of this letter.

Where there is no Maltese Embassy or Consul present in an applicant's country of residence, your employer is to contact the Central Visa Unit at Identity Malta Agency on visa.ima@gov.mt, so as to obtain the necessary authorisation to apply for a visa at the nearest operational Maltese Embassy.

Failing to do so within the said 180-day period will nullify the effects of this letter.

Kindly note that the issuing of a Schengen visa is without prejudice to any decision by border control authorities to refuse entry into the Schengen territory for failing to fulfil all the conditions of entry or where the intention of travelling to Malta is not for the purpose of the authorisation that has been granted to you.

Obtaining your work and residence permit (single permit).

Kindly access <https://booksinglepermit.identitymalta.com> to fix a one-time appointment with Identity Malta Agency in order to have your biometric data and photo taken. This procedure must be carried out within 90 days and failure to do so would nullify the contents of this letter.

Should you need to cancel this appointment, you may do so up to three (3) days before the appointment date. Failure to attend an appointment without explanation may result in the nullification of application.

This appointment should be set within the period of your authorized stay in Malta, which is six months from the date of this letter. This letter shall serve as confirmation of such authorisation of stay, whereby the six-month period also includes any other stay authorised by means of the period established by law.

For your appointment at the Identity Malta Agency, please bring the following documents:

- Valid Passport
- Copy of the Passport page showing date of entry stamp
- Still Abroad Application Part 2 attached
- Local/European full refund insurance policy showing coverage for medical assistance, including hospital treatment, during the first period of stay in Malta
- Lease of property agreement that clearly refers to you and shows termination date
- Copy of Approval Letter given to Landlord by the Housing Authority upon registering of property as a rental.
- Health Screening evidence as stipulated on Identity Malta's website

If you will be working within the catering industry or security sector, these additional documents should be submitted upon submission.

- Catering: Food Handling
- Security: Police Licence and Security Tag

Kindly note that a work/residence permit authorises you to reside in Malta provided that you are engaged in employment as specified in your permit.

Approval in Principle- Still Abroad Applications (KEI) V7.0

Residence Document



To be held by all foreign nationals



Denoted with 'A' Suffix



Remarks denote Scope and validity of residence



May be used as an electronic signature



Validity period establishes migration status



Responsibilities linked to the Single Permit

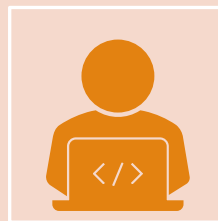
- **The Employer** must inform Identity Malta, if:
 - a TCN does not turn up for employment,
 - a TCN who has been employed is terminated, contract not renewed or resigns
 - loses track of a still abroad applicant
- National Employment Regulations apply at all times – this includes the engagement and termination processes
- Significant Change in Designation mandates new application
- Change in address must be registered with the Agency

Revocation of Residence Permit

Reasons for revocation, may include:

- Employment delineated on residence document is terminated
- Sponsor of residence permit holder no longer holds a valid and legal immigration status in Malta
- Non-attendance of the educational course upon which permit was issued
- Permit holder absconded from Malta
- Abuse and Fraud

Important E-mail Addresses:



Queries on applications or process:
singlepermit.ima@gov.mt



Online portal registration queries:
registerosp.ima@gov.mt



Terminations or revocations of
applications:
worktermination.ima@gov.mt (For
Permits not yet collected)



[identitymalta.com](https://www.identitymalta.com)

Identity Malta Agency, Head Office,
Valley Road, Msida MSD 9020