



**EXPATRIATES UNIT**

**CHECKLIST FOR STILL ABROAD - EMPLOYMENT (LESS THAN 6 MONTHS)**

Applicants would need to submit the below documentation, by uploading them on the Online Portal, at the time of Application. Still Abroad applicants would need to provide further documentation at the time of the biometrics appointment, as listed in the additional checklist hereunder.

The original of every document uploaded on the Online Portal during the Application Process must be presented at the time of the biometrics appointment.

Third-country nationals are expected to always carry their valid passport and residence card.

**01 Residence Application Form – CEA Form 5 - Still Abroad Employment (Less than 6 months) –**

The Application Form must be fully completed and signed;

**02 Passport (Full Copy) –** A full copy of the applicant's passport including the blank pages;

**03 Employment Licence -** Valid Employment licence issued by Jobsplus;

**04 Health Insurance Quote -** A health insurance quote with a minimum coverage limit of €100,000, providing medical treatment including hospitalisation coverage in Malta and, if necessary in other European countries;

**05 Driving Licence (if applicable) -** Driving licence issued by Malta or another Member State of the European Union for applicants operating light passenger transport vehicles (LPTVs). Applicants who will not be operating LPTVs but operating other vehicles are to present the Driving Licence issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;

**06 Skills Pass**

*For persons working directly or indirectly in the tourism and hospitality sector.*

Phase 1 of the Skills Pass issued by the Institute of Tourism Studies, in terms of the Tourism and Hospitality Skills Pass Regulations, 2024, as established through "L.N. 78 of 2024 by virtue of the Malta Travel and Tourism Services Act (Cap. 409) of the Laws of Malta."

As soon as an Approval in Principle Letter is issued, applicants may proceed with Phase 2 of the Tourism and Hospitality Skills Pass.

**07 Other Documents -** Any other applicable document requested by Identità.

Applicants would need to submit the following documentation **after they arrive in Malta and at the time of the Biometrics Appointment**:

- 01** A copy of the Entry Visa (where applicable) and Passport Bio-Page;
- 02 Health Screening** - Health Screening Approval email sent to the applicant/employer by IDCU. Requirements for Health Screening may be found on:  
[https://hpd.gov.mt/idcu/work\\_permits\\_for\\_first\\_time\\_applicants](https://hpd.gov.mt/idcu/work_permits_for_first_time_applicants);
- 03 Property Lease or Purchase Agreement** – Lease or purchase agreement of property which clearly indicates applicant's name as the lessee or purchaser (as applicable).  
A lease agreement is to include the start and end date.
  - Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;
- 04 Housing Authority Approval** – Approval letter/e-mail issued by the Housing Authority, confirming that either the listed premises contract has been renewed or that a new registration of the property has been vetted and approved. This requirement is in line with Article 4 of Subsidiary Legislation 604 of the Laws of Malta;
- 05 Lease Agreement Professional Attestation Form (provided on Identità's website)** – To be filled and signed by the landlord and also filled and officially stamped by a lawyer/notary /legal procurator.
- 06 Health Insurance Policy** – A health insurance policy with a minimum coverage limit of €100,000, providing medical treatment including outpatients and hospitalisation coverage in Malta and, if necessary, in other European countries. The insurance policy must have a validity covering the entire first year of the residence permit;
- 07 Driving Licence (if applicable)** - Driving licence issued by Malta or another Member State of the European Union for applicants operating light passenger transport vehicles (LPTVs). Applicants who will not be operating LPTVs but operating other vehicles are to present the Driving Licence issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;
- 08 Skills Pass (if applicable)** issued by the Institute of Tourism Studies, for persons working in the tourism and hospitality sector;
- 09 Other Documents** - Any other applicable document requested by Identità.