



EXPATRIATES UNIT

CHECKLIST FOR STILL ABROAD - BLUE CARD WORKER

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 B - Still Abroad Application** – 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 and valid for more than eight (8) months;
- 03 Work Contract** - Work employment contract signed by both the applicant and employer. The basic wage and the duration of employment should be included in the contract, in line with DIER regulations. The salary has to be 1.5 x the average gross annual salary in Malta as published by the NSO in the Labour force survey;
- 04 Curriculum Vitae** of the applicant on the Europass template, signed by the applicant;
- 05 Position Description** - Position description, according to template provided should be filled and signed by both the employer and the applicant. Details provided in this form should correspond with the work contract;
- 06 Declaration of Suitability** - Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;
- 07 Proof of Advertisement** - Proof of an advertisement published for a minimum of two (2) weeks within the two (2) months prior to the submission of application on an appropriate local media platform. The advertisement must clearly include the full date of publication.

08 Applicant's Qualification - Qualifications of the applicant including original copies of certificates duly certified and recognised by the Malta Qualifications Recognition and Information Centre (MQRIC) attesting the relevant higher professional qualifications (a definition of such professional qualifications are listed in regulation 2 in Subsidiary Legislation 217.27 (<https://legislation.mt/eli/sl/217.27/20231222/eng>)).

- As concerns occupations related to IT Professionals and Managers, evidence attested by professional experience at a level comparable to higher education qualifications, which are relevant to the profession or sector specified in the work contract or binding job offer, and which have been acquired over the duration of three (3) years in the last seven (7) years.

09 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;

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;
- Applicants who will be provided with free accommodation should fill the Declaration of Accommodation.

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 Other Documents - Any other applicable document requested by Identità.