



**EXPATRIATES UNIT**

**CHECKLIST FOR NEW APPLICATION FOR SINGLE PERMIT - KEI**

Applicants would need to submit the below documentation, by uploading them on the Online Portal.

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 C2 - New Application KEI –**

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 Covering Letter -** Covering letter by the employer, explaining in detail why this position is necessary;

**04 Work Contract -** Work employment contract signed by both the applicant and employer where the basic gross salary must be of at least €45,000 and showing the duration of employment.

- Sports Category Employment: Applicants working within the Sports Industry are required to submit an employment contract which is endorsed by the respective sports association, confirming that the employment is in conformity with the association's regulations and affirming the employment contract;
- When an employee will be operating vehicles, the employer must indicate the type of vehicle that the applicant is being offered to operate, including the number of sitting passengers, driver capacity, and wheelchair users' capacity as shown in the vehicle's logbook;

**05 Curriculum Vitae -** on the Europass template, signed by the applicant;

**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 Qualifications –** Qualifications of the applicant duly certified and recognised by the Malta Qualifications Recognition and Information Centre (MQRIC), including original copies of certificate;

- 09 Reference Letters** - If the applicant is not suitably qualified in the post being applied for, at least three years of experience relating to the job are required. Reference letters must show the start and end dates and details of the work carried out. The letters should contain clear contact details of the referee including a valid email address, postal address and contact number.
- 10 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);
- 11 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.
- 12 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;
- 13 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.
- 14 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;
- 15 Driving License (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 License issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;
- 16 Pre-Departure Course Certificate**  
A Pre-Departure Course Certificate confirming successful completion of the mandatory Pre-Departure Course issued in terms of the Tourism and Hospitality Skills Pass Regulations as established under Subsidiary Legislation 409.22 and Legal Notice 294 of 2025, by virtue of the Malta Travel and Tourism Services Act (Cap. 409) of the Laws of Malta.
- 17 Other Documents** - Any other applicable document requested by Identità.