

Malta Work Permit & Residency Procedure

Admin Genie Ltd is here to make your relocation process to Malta easier. We will help you in every step of the way including job searching thanks to our CV collection-processing and to the fact that we prepare your covering letter to allocate the right company for you. Once that this has been achieved successfully, we fill in the application that has to be signed by both the employer and your good self.

We will then require the following documents from you:

- A copy of the full passport including blank pages
- A copy of all certificates and reference letters
- A signed CV

In addition to the above, we will prepare your job description and contract, both of which have to be signed by you. Once these are in order, we apply for your work permit.

How to obtain your Maltese visa

Once your application is processed and everything will be confirmed, you will receive an approval letter by which you can obtain a travel visa from an Embassy. You have to apply for a visa from the nearest Embassy/Consulate for Malta in your home country where you will be required to present certain documentation as a proof for why you are requesting your visa. The required documentation varies from one Embassy/Consulate to another.

What happens if the visa is not granted?

If your visa is not issued, we will handle all the necessary paperwork in Malta to make sure that another embassy close to your locality will proceed with the issuing of your visa.

Once that you're in Malta ...

We need to make sure that all your documents are in order, and so, you will have to present to us the following document so that we can apply for your new residence card.

- A valid visa
- A lease agreement and a declaration form
- A health insurance
- Your medical test and a signed health form
- The Jobsplus (local employment entity) engagement form

We will assist you in every stage of your relocation including also finding the right accommodation for you before you start your new job.

Kindly note that the checklist may vary from time to time.

Admin Genie Ltd.

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