



Application for Endorsement Letter for e-Residence Document

Please fill in and submit this form at Room 107, Administration Building,
by not later than 10th October

Letter needed for:- Residence Permit Bank Letter Other _____

Student Number _____

FULL TIME PART TIME

VISITING STUDENTS: TRANSFER VISITING EXCHANGE VISITING ERASMUS VISITING
OCCASIONAL STUDENTS

Name & Surname _____

Address in Malta _____
(Please make sure that this is your long-term residential address)

Passport / ID Number _____ Nationality _____

Date of Birth _____ Male ♂ Female ♀

Mobile/CONTACT NUMBER: _____ Email- address _____

Course & Year _____

For VISITING STUDENTS ONLY: Name of Home Institution & Country (in full):

Signature _____ Date _____

(PLEASE FILL IN ONLY IF UPON ARRIVAL IN MALTA YOU WERE GIVEN A VISA OF LESS THAN 15 DAYS)

Date of Arrival in Malta _____ Number of days given _____

For office use only :-

Non EU Students ONLY:-

Chest X-Ray

EU Students ONLY :- Application will be submitted by POST OR APPOINTMENT

e-Residence Document Information for Non EU Students

ALL International students must apply for the e-Residence document while registered with the University of Malta. This document will also be used as an ID card and will allow you to travel within the Schengen Area. You are still requested to present a valid passport upon departure from and arrival to Malta.

Applications for the e-Residence document must be submitted either **PRIOR TO THE EXPIRY OF THE VISA OR WITHIN THE FIRST MONTH of entering Malta**. The e-Residence Document will NOT be issued unless the required medical test is carried out.

Below is the list of documents required:-

- Application Form for Residence Documentation (Form N)
- Form ID 1A -Electronic Identity Registration Form (Non-Maltese Nationals)
- Original and copy of passport (All passport pages are to be photocopied)
- Proof of financial means of subsistence (Original and copy of the bank statement)
- Original and copy of comprehensive health insurance (the policy should cover in-patient and day care hospital expenses, and also medical evacuation and repatriation)
- Original and copy of lease of your accommodation in Malta
- Letter from the educational establishment (this will be issued by the International & EU Office)
- Application Fee € 25.00

Residence Permit application forms are to be printed from our website www.um.edu.mt/int-eu/international/eresidence .

Please follow the below instructions very carefully :-

1. Please fill in the application form for endorsement letter and hand it in at Rm 107, International & EU Office **by not later than 10th October 2014**. The Chest X-Ray must be taken **prior to** submitting this form. The endorsement letter will be issued within a few days following the receipt of your application form.

2. An appointment system will be employed. You will be asked to collect your endorsement letter and notified of your personal appointment details by an email sent from the International & EU Office. The International & EU Office Student Hours are as follows: Monday to Friday: 10am-12noon & Tuesday and Thursday: 3pm-4pm.

3. Officials from the Department of Citizenship and Expatriates will be coming to the University Campus, Msida to receive and process your application. The payment of the application fee (€ 25.00) will be collected by the same officials. Only applicants with complete documentation will be accepted.

4. You will then be notified to collect the interim receipt (blue form) from the International & EU Office which you will need to take with you to the Department of Citizenship and Expatriate Affairs Office (hereafter referred to as Dept C&E) in Valletta. It is very important to keep the interim receipt in a safe place. The interim receipt cannot be used as a travel document.

5. A final notice will be sent to you by the Dept C&E to collect your e-Residence document from their office in Valletta (the specific office hours will be indicated on the notice), when this is ready. Upon collection of the e-Residence document, you will be requested to show proof of identification (e.g. passport) and present the interim receipt. The address of their office in Valletta is: Dept C&E, Evans Building, St.Elmo's Place Valletta.

If you fail to keep your appointment, the University of Malta will no longer be responsible to process your application, and you would have to make arrangements with the Dept of C&E directly. It will then be your sole responsibility to do so. Please note that overstaying your visa is illegal.

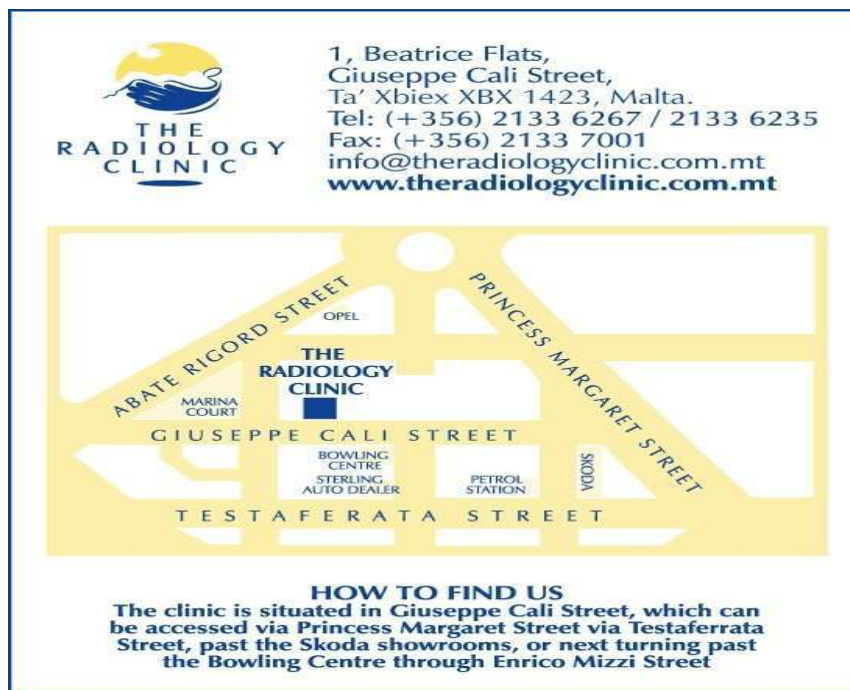
Health Screening Procedure

In line with the Maltese Legislation, the University of Malta requires all NON-EU International students to undertake medical health tests within **15 days of their arrival in Malta** . Reference is made to L.N. 29 of 2008, Conditions of Admission of Third Country Nationals for the purposes of Studies Regulations 2008

You will be permitted to enrol with the University of Malta and register for courses only after the International & EU Office receives a medical health clearance certificate. It is insufficient for you to present a medical certificate from your country of residence. **Unless the test is carried out you will not be issued with a residence permit.**

The test that you are required to undertake is a Chest X Ray which costs €30. We recommend that you visit the Radiology Clinic in Ta' Xbiex to take this test. This clinic has carried out this test for most of our students over the years and knows what is required. If you wish to visit other clinics in Malta you are free to do so, but we strongly suggest that the clinic contacts the International & EU Office to be briefed in full before carrying out the test. Please find below contact details and opening hours of the Radiology Clinic.

Kindly contact the clinic as soon as you arrive in Malta for an appointment. Keep the result in a safe place for your own records but you will be requested to authorise the Radiology Clinic to send a confidential report separately to the International & EU Office.



Opening Hours: - Mondays to Fridays: from 08.30 to 20.00 and Saturdays: from 08.30 to 12.30

KINDLY PRESENT the LETTER of ACCEPTANCE and PASSPORT as identification upon appointment