

### **Guidelines for the Visa Extended Service application procedure**

To start off the Extended Service Visa application procedure, the accepted applicant must be in possession of the following documentation:

1. An unconditional letter of acceptance issued by the University of Malta (UM).
2. Proof of payment of Course Assurance fees indicated on the letter of acceptance (if payment was affected by a bank transfer)
3. A recently issued visa support letter issued by the International Office. The applicant needs to submit a request for this letter by completing this [Google form](#).
4. Student must confirm in writing to the International Office the completion of preparation of the documents included in the Visa Checklist.

The prospective student will receive ALL guidelines and instructions via email once they contact the International Office.

The prospective student must pay in advance (via a credit card) an appointment booking fee (non-refundable €150) to the UM prior to the scheduling of the appointment. When payment is received the International Office may proceed with the booking of the visa appointment.

The prospective student must complete this [form](#) to pay the appointment booking fee (€150).

The International Office books the visa application appointment in accordance with the student's preferred VFS location in their country of residence. The list of locations is fixed and are provided by the Central Visa Unit (Malta). Following the receipt of the payment for the appointment booking fee, the International Office contacts the student to agree on a fixed date and time to hold a telephone call so that the Office can book a VFS appointment for the student in real time. Once the appointment is secured the student will receive a booking confirmation receipt via email. This receipt is to be submitted along with the other set of documents on the VFS appointment date.

On the appointment day, the students present themselves at the VAC/VFS office at the appointed time. They will pay an additional fee of €100 and submit their passport and ALL documents as required in the visa checklist. The processing time for the visa application will take between 6 to 8 weeks from the submission date. The applicant is contacted by the specific VAC/VFS office once the passport can

be collected. During this process, the Central Visa Unit may carry out an interview with the applicant if deemed necessary.

**Booking the visa appointment:**

The International Office contacts the students to seek confirmation of their personal details:

- *First Name:*
- Last Name:*
- Gender:*
- Date of Birth:*
- Current Nationality:*
- Country of Residence:*
- Passport Number:*
- Passport Expiry Date:*
- Contact Number:*
- Email:*

*For further information and/or any related queries please do not hesitate to reach out to us on the International Office on [international@um.edu.mt](mailto:international@um.edu.mt).*