

## CHECKLIST FOR NOMAD RESIDENCE PERMIT NEW APPLICATION

Main Applicants (MAs) must consult the Frequently Asked Questions prior to preparing and submitting their application.

### Application Forms

The following application forms are required to be submitted:

1. **Application Form N1A (Main Applicant)** – fully completed (typewritten)
2. **Application Form N1B (Main Applicant)** – fully completed (typewritten and signed)
3. **Application Form N2 (in the case of dependants)** – fully completed (typewritten and signed).
4. **Application Form N4 (for each individual in the application)** – fully completed (typewritten and signed).
5. **Letter of Intent** – a signed and dated declaration by the MA clearly stating the motivations for moving to Malta and the intention of applying for the Nomad Residence Permit. The letter should also include the list of documentation which will be submitted at application stage to support the application.
6. **International Passport** – copy of **all** passport pages (including blank pages) for each applicant. Each individual's full passport copy must be submitted as one document in PDF format.

### Employment Status

**In case of employment** – MA is to submit a contract of employment clearly showing obligations to the employer and describing work duties. Unless it is stated in the same contract, applicant is to provide a declaration from employer that work may be performed remotely, independent of location.

**In case of self-employment** – MA is to provide bank statement of an account in his/her own name clearly showing the income from the self-employment for the previous three (3) months as evidence of being able to satisfy the qualification criteria. Certificate of Incorporation and Share Register must be provided. Depending on the jurisdiction,

documents may be titled in a different manner but would still hold jurisdictional equivalence.

**In case of freelance** – MA is to submit service contracts clearly showing obligations to the service receiver, the work duties performed and rate of payment.

MA's, in all of the above employment statuses, must prove they have a guaranteed source of income, as per applicable thresholds, for a minimum period of 5 months (cumulative) from the day of application. The Agency reserves the right to request documentation showing such income. In any case, all submissions will be reviewed on a case-by-case basis and on their own merits.

### **Other documents**

**Curriculum Vitae** – disclosing full details of professional timeline and academic qualifications.

**Bank Statement** - Last three (3) months bank statements in the name of the Main Applicant must be submitted. MA's income must be credited directly to these bank account statements. These should be official bank statements, either downloaded directly in PDF format from the internet/web banking portals/bank apps or scanned copies of officially stamped and signed hardcopies issued by the bank. Snapshots, copy/paste and self-generated documents will not be accepted. Note also that all details must be clearly visible and should not be masked.

**Marriage Certificate** - in the case of spouse accompanying the Main Applicant, one copy of this certificate is sufficient.

**De Facto Partnership** – unmarried couples who have been in a stable and ongoing relationship for more than two consecutive years must give sufficient proof of such relationship. These may include:

- utility bills;
- lease agreements;
- bank statements (showing transactions between accounts or joint bank accounts);
- flight tickets;
- dated photographs;
- affidavits from persons who can testify to the long-term relationship;
- other relevant documentation.

**Birth Certificate of family members** - in the case of children accompanying the Main Applicant, a copy of the original birth certificate is required for each additional dependant.



**Change of Name documents** (where applicable) - in the event that Main Applicant and/or any of his/her dependants has/have undergone an official name/surname change.

**Affidavit of Dependency** (where applicable) – Main Applicant must provide an affidavit of dependency for each dependant over 18 years of age on date of application, except for the spouse. The affidavit is a word-typed documentation declaring that at the time of application, the said dependant is principally physically or economically dependent on Main Applicant, hence satisfying the requirements for dependency.

**Award of custody/guardianship** (where applicable) – in case where a court/legal judgement would have given the custody/guardianship of a minor dependant, the relative documentation must be provided. For example, if a parent would have been given sole custody, the court/legal ruling granting such sole custody must be attached.

Note, however, that in the case of a minor child for whom the MA does not hold sole custody and who will not be accompanied by both parents in the same application, prior approval to include the dependant must be obtained from Residency Malta as these requests are examined on a case-by-case basis.

**Declaration to engage a representative** (where applicable) – in cases where an MA wishes to engage a representative to assist with the application process, a declaration is to be submitted signed by both parties and a witness. The Agency will provide a declaration template to the applicant that requires to be completed, whereby the MA is giving his/her consent to the Agency to share application details with his representative and allowing his/her representative to be included in all correspondence. The agency considers any instructions and/or information given by the representative just as if these were given by the applicant himself and the Agency is not liable for any decision arising as an effect of these instructions.

### **Documents submitted following Approval in Principle**

Should the application be Approved in Principle, the below documents must be submitted. (Upon application stage, proof of accommodation and health insurance will not be accepted.)

**Proof of Accommodation** – Main Applicant will be requested to submit proof of accommodation covering the full duration of the residence permit. The residence card will be issued with the address provided on this proof.



**Local/international health insurance policy** – a fully-comprehensive health insurance policy, covering the MA and all beneficiaries of the Nomad Residence Permit for one (1) year. A travel insurance policy is not an alternative to the health insurance policy and will not be accepted.

British nationals are not required to submit a health insurance policy.

**Travel insurance policy** - if any of the beneficiaries travel within the Schengen Area, they are requested to take out separate travel insurance covering their stay.

### Notes to applicants

- Forms are to be filled online and submitted to the Agency in PDF format. Signatures are to be completed manually and signed in blue ink.
- Handwritten forms will not be accepted.
- In the case of minor dependants (under 18 years of age), Main Applicant is to sign the forms on their behalf.
- Bank statements must be the official version as issued by the bank, either downloaded directly in PDF format from the internet/web banking portals/bank apps or scanned copies of officially stamped and signed hardcopies issued by the bank. Snapshots, copy/paste and self-generated documents will not be accepted. Note also that all details must be clearly visible and should not be masked.
- All supporting documentation must be submitted in English. Any documents not in the English language must be accompanied by a translation in English.
- Additional documentation as requested by the Agency may be required.
- All documentation must be submitted in PDF format. Documents having more than one page, such as the copy of the passport, must be submitted as one single PDF document. Any document which is not submitted in this format will not be accepted.
- Payment of application fee is to be done directly from the Main Applicant's bank account.

It is the MA's responsibility to ensure that the application is submitted prior to the expiry of the allowable stay period and that his/her immigration status in Malta is regular as per stipulated immigration regulations before submitting the application. Applicants with an expired visa shall be precluded from applying. The receipt of application issued to the applicant upon submission of application for a Nomad Residence Permit is not an extension of your stay as stipulated by the immigration document in hand. The Agency is

not responsible for any overstaying by the MA, and the possible consequences to the MA.

In the event of a travel ban, Residency Malta Agency will not be held responsible for the lifting of such ban.

**ENDS**

*Version 6*

*Last updated August 17, 2022*

