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RESIDENCE PERMIT

Online Application Submission Guide

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Thank you for logging into our portal to submit your online Nomad Residence Permit application. Before starting, please read our **FAQs** and **Application Checklist** to ensure a smooth and fast process. It is of utmost importance that prior to starting the submission process, you have in hand the following documents in PDF format.

(PDF file size limit for all documents is 20 MB except for the passport where maximum size limit for this document is 50 MB.)

Document	Applicability	Instructions
Agent Declaration	Mandatory if applicant is being represented by an agent	
Form N4 GDPR	Mandatory for each applicant	1. Download here 2. Fill in electronically 3. Sign manually 4. Scan as PDF
Letter of Intent	Mandatory	
Valid International Passport	Mandatory for each applicant	
Any previous Passport	Optional for each applicant	
Contract of Employment	Mandatory if you are employed	
Business Documentation	Mandatory if you are self-employed or a freelancer	
CV	Mandatory for first time applicants	
Bank statements for the last 3 months	Mandatory as evidence of income from economic activity	
Bank statements as evidence of required minimum stay of 6 months in Malta	Mandatory for renewal applications. Bank statement as evidence of a minimum cumulative 6-month stay in Malta. This may not necessarily be for the last 6 months but may cover different periods over the permit duration	
Marriage Certificate	Mandatory if spouse is part of the application	
Birth Certificate	Mandatory for any minor dependants	

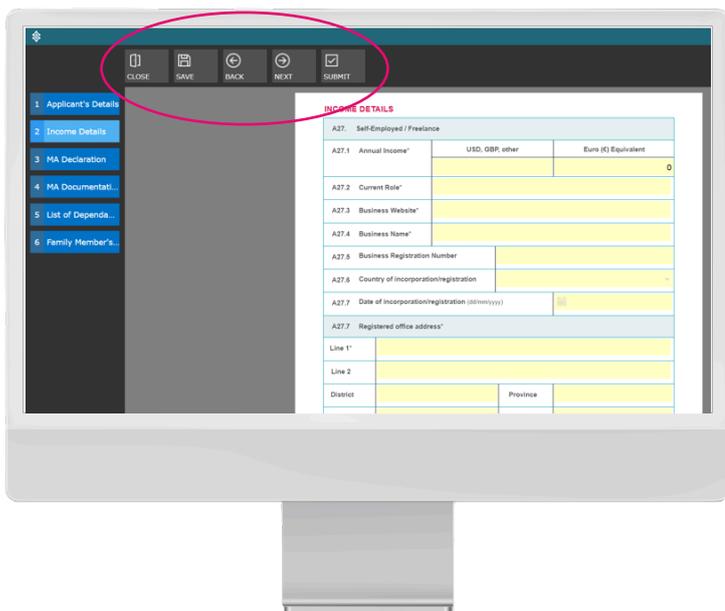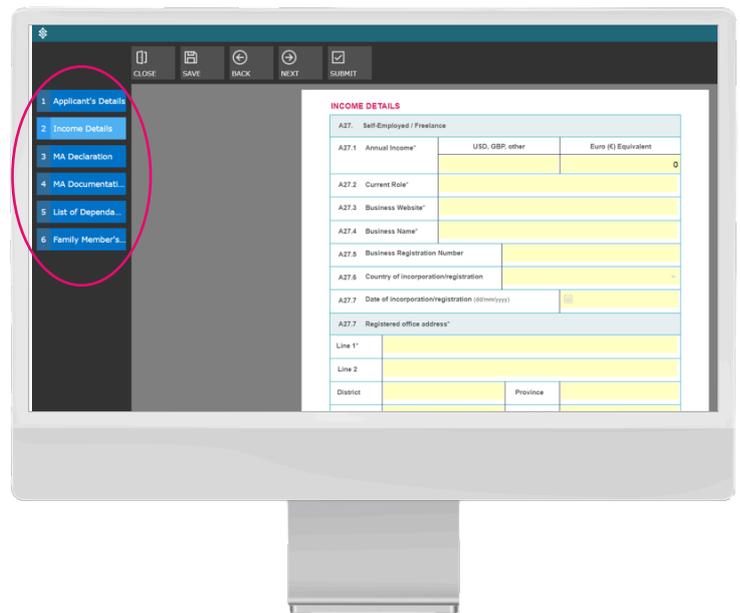|		
De Facto Partnership	**Mandatory if in a De Facto Partnership**	**Required Documents:** • **Main Applicant Declaration of Relationship** • **Photos (dated and at least 2 years old)** **Optional Documents:** • **Joint mortgage or property lease documents** • **Joint bank account statements** • **Household utility bills in both names** • **Terms of wills showing each other's names** • **Documentation showing joint responsibility for children** • **Affidavits of parents or friends declaring the relationship (photos included)** • **Any other relevant documentation**
Award of Custody	**Mandatory whenever there are minors in the application whose parents are divorced**	**Copies of official documents indicating award of custody**
Change of Name Document	**Mandatory for applicants who have officially changed their name**	
Parental Form 1	**Mandatory for each minor child**	1. **Download here** 2. **Fill in electronically** 3. **Sign manually** 4. **Scan as PDF**
Parental Form 2		1. **Download here** 2. **Fill in electronically** 3. **Sign manually** 4. **Scan as PDF**
Other Supporting Documents	**Optional, or if applicable**	**Supporting Documents:** • **Police Conduct** • **Academic Qualifications** • **ID Cards** • **Passport / ID Card of a non-applying parent**

Navigate through the system

The application process is divided into 6 steps, as highlighted on the left-hand side of the screen

This part of the screen shows you the step you are currently working on. Do not navigate between the screens by clicking on any one of these 6 boxes. To navigate, always use the BACK and the NEXT buttons shown.

Once you click the NEXT button, the system will validate all the data inputted in that part of the application form. You can also save your progress on an incomplete form and resume later. Simply click the 'Save' button to store your current work and continue from where you left off when convenient.

If there are errors, the system will automatically highlight them. Once all the data has been inputted correctly at each stage, the system will then allow you to proceed to the next stage.

Stages 5 and 6 are MANDATORY only when the main applicant is being accompanied by other applicants.

Once you have completed the first 4 steps (if applying on your own) or on completion of all 6 steps (if applying with dependants) it is important that you click the SUBMIT button. On submission of the application, the system will send you an email confirmation, together with a copy of your completed application.

Thank you

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