

Application Procedure for International Students

1. Interested applicants can register online via **AeA website** directly or via the **link** provided by authorized agency branches.
2. Applicants must **Create an Account** by filling in the basic requested information and then Log-in. This step must only be done once. Applicants who already have an account can access the Registrations platform to start or continue with their application by selecting the '**Continue to Log-in Page**' button.

Applicants must follow and submit all the relevant Stages of the Online Application which includes: *Personal details, Language Proficiency details, Academic and Work Experience and References.*

Applicants need to upload the *scanned copy of passport both sides with personal data, English language proficiency certificate, scanned copy of qualifications, scanned copy of curriculum vitae, letter of reference and a motivation letter.*

During the first Stage of the Application, applicants can download the **Pre-Programme Course Work** topic. These needs to be completed and uploaded as pdf in the final stage of online application.

The applicants need to download the completed application form, sign it and upload the same online. The option to upload the pdf file of Pre-Programme Coursework is provided here and applicants can proceed to final submission of the application.

3. After review and verification of the documents, applicants will get an invitation to join an **online interview**, where the discussions will be based on academic background, work experience and pre-programme course work submitted.
4. Approved applicants will receive the **Proforma Invoice for 50% course fee** via registered email Id. The details for IBAN transfer to AeA bank Account in Malta will be enclosed with this. International applicants who need accommodation assistance must inform the Administration team in advance. Such applicants are required to pay the **rental fees** as per the norms of academy.

5. Applicant who settle the Proforma Invoice will receive the following documents:
 - a. **Offer of place** (course dates; cost; duration; & title; contact hours per week; amount of credits awarded; whether applicant has been interviewed and accepted for the course; and, monthly rent and address, if accommodation is provided. This will also make reference to the pre-programme coursework completed by the applicant) .
 - b. **Fee Note** (For the 50 % of course fee amount Received in Bank)
 - c. **Course Details** (a copy of the timetable and a schedule of lessons per every month of study)

6. Applicants need to book appointment in the respective visa office and submit the above documents along with the required documents in the Study Visa checklist.

The checklist is attached here for your reference.

Please note that in the following checklist, academy will provide the items numbered 7,8 and 10. The rest of the documents need to be prepared by the applicant or the concerned.

MALTA STUDY VISA CHECKLIST (India & Nepal)*

DOCUMENTS SHOULD NOT BE PRINTED BACK TO BACK

- 1 Application Form duly filled in and signed by the applicant

- 2 One recent Passport size photograph in colour with white background (3.5cm by 4.5cm). **Please do not staple the photographs to the Application Form.**

- 3 Passport/Travel document must:
 - a) Be valid for at least 3 months after the intended stay.
 - b) Be issued within the previous 10 years and not valid for more than 10 years.
 - c) Have at least 3 blank pages.

- 4 Overseas Travel Medical Insurance valid for all Schengen countries. The insurance must cover the applicant for at least 30,000 Euros (or equivalent) all risks (accident, illness, medical emergency, evacuation, etc). The policy must clearly specify the period of validity and must cover the entire duration of the stay in Malta including the date of

arrival and departure. The Insurance may only be purchased from one of the 16 Schengen recognized Insurance Companies in India.

<https://www.vfsglobal.com/malta/india/pdf/approved-list-of-travel-insurance.pdf>

5 Confirmed Travel Itinerary with travel dates (with return flights for courses less than 91 days). Once the Visa is approved, a confirmed return flight ticket may be requested prior to Visa being issued.

6 Proof of Sufficient Funds to cover all expenses (tuition fee + daily expenses) during the entire period of study. Notarised declaration if parents/legal guardian sponsoring.

- a) Letter (signed and stamped) from the bank stating the available balance
- b) Last 6 months original Bank Statement of applicant or sponsor
- c) ITRs accompanied by the CPC acknowledgement (verified) for the last 3 years,

7 Original Letter of Acceptance from the educational institution in Malta stating: course dates; cost; duration; & title; contact hours per week; amount of credits awarded; whether applicant has been interviewed and accepted for the course; and, monthly rent and address, if accommodation is provided.

8 Course Details: a copy of the timetable and a schedule of lessons per every month of study

9 Proof of Accommodation for the duration of the course Either:

- i) Confirmed Hotel Booking Or:
- ii) 'Declaration of Proof' completely filled in, signed by the host and photocopy of host's Malta ID Card or Passport. All in original and all witnessed by (Maltese) Legal Professional.

This is not required if the Letter of Acceptance from the Educational Institution in Malta provides for accommodation and includes the address.

10 Proof of Payment: Proof of payment received by the education institution related to the applicant's course for the entire period of study:

- i. For courses of a value of up to €1,000, the original receipt covering full payment.
- ii. For courses of a value of more than €1,000 but less than €2,500, the original receipt covering at least 75%.
- iii. For courses of a value that is equal to or higher than €2,500, the original receipt covering at least 50%.

11 Original Educational Certificates apostilled by the Ministry of External Affairs of the issuing country plus photocopies of the same. Originals will be returned with passport.

12 Original & photocopy of all the pages of current and the last previous passport

13 Notarized No Objection Certificate by both parents if applicant is a minor

14 Adhaar Card (along with a photocopy)

Notes: *Further updated details on the application of Applicant Visa are available in the following VFS website link, <https://www.vfsglobal.com/malta/india/Long-Study.html>. The link from Identity Malta, <https://identitymalta.com/visa-application/#1570029227155-85f1c2bb-5c4f> also explains the Visa Application procedure for all nationalities.