

## Paper Visa Guidelines/Instructions

1. All applicants who want to apply for Indian visa are required to fill in the online visa application form. Hand-written applications will not be accepted.
2. Please visit the following web site for the online application form and other details: <https://indianvisaonline.gov.in/visa/index.html>
3. When filling in the application form online, please select “Malta” in the drop-down menu “Indian Mission”.
4. While filling in the online application form, applicant is required to upload his / her recent photograph. After submitting the online application, kindly follow the steps mentioned below:
  - take printout of the application;
  - affix (not to be stapled) a colour photograph (5 cm x 5cm) in the prescribed box (photograph should be identical to the one uploaded online);
  - sign the application (on the 1st page below the photograph and on the 2nd page at bottom); and,
  - submit the above to the High Commission with passport valid for minimum of six months beyond the period of visa required.
  - The filled up and signed form alongwith copy of the Passport and Maltese Identity card, copy of air ticket, travel insurance and copy of hotel booking may be sent by Post or may be dropped in the mail box of the High Commission of India. Please note that original passport should not be sent by post. Applicants are required to be present in person at the High Commission for providing their bio-metric data for the visa application alongwith original passport. The address of the High Commission of India is:

High Commission of India  
No.29, Triq Galanton Vassallo,  
Santa Venera, SVR 1901

## Malta

5. Foreigners holding other than Maltese Passports should submit proof of long-term stay (Maltese Resident Permit) in Malta.
  6. Once the documents are received and checked, intimation will be sent by email regarding necessary visa fee to be transferred to the High Commission of India's bank account.
  7. All fees should be paid by bank transfer by applicant. We do not accept cheques or credit cards or cash. Fees once received will not be refunded, even if visa application is withdrawn by the applicant or visa is not issued.
  8. Acceptance of visa application does not guarantee issue of visa. The issue of visa, its type and duration are determined on the merits of each case.
  9. Enquiries on visas may be addressed to the Consular Officer at telephone no 21480416 or at email [cons.valletta@mea.gov.in](mailto:cons.valletta@mea.gov.in).
  - 10. IMPORTANT:** Visas are valid from the date of issue and not from the date of entry into India. Applicants may take this into account while specifying the duration of visa required.
  11. Please make sure that you correctly specify the category of visa applied for, depending on the purpose of your visit.
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## Documents sought from Applicants for issue of Visas

<b>Sl. No.</b>	<b>Kind of Visa</b>	<b>List of documents</b>
1.	Business Visa	<p>a) Copy of air ticket b) Copy of Travel Insurance c) Hotel booking confirmation d) Copy of passport e) 2 passport size photos f) Passport g) Fee h) Letter of invitation from the Indian company specifying the nature of the visits, dates of the first visit planned, personal, passport and designation details of the applicant. Indian company has to specify its field of activity/business and has to mention its turnover of last financial year (scanned or faxed copy). i) Letter of assignment by your company specifying the nature of the visits, dates of the first visit planned, personal and passport details of the applicant as well as his designation within the company. Foreign company has to specify its field of activity/business and has to mention the turnover of last financial year (scanned or faxed copy). j) Applicants are advised to attach Certificate of Incorporation/Registration of the Indian as well as Maltese Company with their visa application, in case they are applying for a Business or Employment Visa.</p>
2	Conference Visa	<p>a) Copy of air ticket b) Copy of Travel Insurance c) Hotel booking confirmation d) Copy of passport e) 2 passport size photos f) Passport g) Fee h) Clearance from nodal/line ministry concerning that Central/State Government has</p>

		cleared /approved the Conference/Seminar/Workshop.
3	Entry Visa	<ul style="list-style-type: none"> <li>i) Letter of invitation/relevant documents</li> <li>a) Copy of air ticket</li> <li>b) Copy of Travel Insurance</li> <li>c) Hotel booking confirmation</li> <li>d) Copy of passport</li> <li>e) 2 passport size photos</li> <li>f) Passport</li> </ul>
4	Student Visa	<ul style="list-style-type: none"> <li>Admission letter from College/institutions</li> <li>Bank statement of student</li> <li>Financial details of sponsors</li> <li>a) Copy of air ticket</li> <li>b) Copy of Travel Insurance</li> <li>c) Hotel booking confirmation</li> <li>d) Copy of passport</li> <li>e) 2 passport size photos</li> <li>f) Passport</li> </ul>
5	Employment Visa	<ul style="list-style-type: none"> <li>Employment agreement/contracts</li> <li>a) Copy of air ticket</li> <li>b) Copy of Travel Insurance</li> <li>c) Hotel booking confirmation</li> <li>d) Copy of passport</li> <li>e) 2 passport size photos</li> <li>f) Passport</li> <li>g) Copy of the registration of the Indian company with the Indian authorities</li> <li>h) Copy of the registration of the Indian company with the Indian authorities</li> <li>i) Copies of Educational and Professional Certificates of the applicant</li> <li>j) Gross annual salary contract exceeding \$ 25,000/-.</li> </ul>