



## **New Employment Licence Application Checklist for a Third Country National (Student Workers - LN)**

- A filled in application form, ELU/FM - 009, duly signed by employer.
- A copy of all the passport pages. The page containing the personal details of the TCN (bio page) needs to be certified as a true copy.
- A certified true copy of a valid Residence Permit showing that the Third Country National is a Student under the specific Legal Notice (SL217.22).
- Covering letter by employer, explaining in as much detail the need for position
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- A Curriculum Vitae (as per template provided, ELU/FM-012) of the prospective employee, duly signed by the TCN.
- Declaration of Suitability (FM-038) should also be submitted.
- Declaration re Working Hours – Students (FM-043).
- Processing Fee (€150 to be paid on application and €80 to be paid on issue of Licence).



## Employment Licence Unit

### Notes :

- An incomplete application will not be accepted.
- If granted, the Employment Licence may only be issued up to the validity of the residence card showing that the Third Country National is a student and up to a **maximum** period of one year. Should the residence card be extended, kindly provide this as soon as possible to the ELU for any possible extensions.
- Copies of documents can be certified true copies either by the employer, against the original passport, or by a Malta Embassy official or a lawyer, or a doctor, whose details must be clearly legible. Self employed persons cannot certify their own documents.
- Notwithstanding this checklist, applicants are invited to read thoroughly through the Employment Licence Guidelines, to check for additional documents that may be needed for the issue of an Employment Licence in respect of particular occupations.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt).
- The application and supporting documents must be sent via email to [applications-licences.jobsplus@gov.mt](mailto:applications-licences.jobsplus@gov.mt) or sent by post/hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)