

Dear applicant

We want you to get your visa application right first time. It's faster for you, and simpler for us. Please take time to read the fine print - it really does pay off!

A checklist can be found with this application form for the relevant visa you are applying for. Our checklist is intended to be for guidance purposes only, it is not necessarily exhaustive and submitting all of the required documents is not a guarantee that you will be issued a visa. Only documents submitted with your application will be considered. Documents that are found to be forged or false will disqualify any applicant from this process.

All visa applications have to be completed and paid for and it is essential that you provide us with all supporting documentation as well as a copy of the receipt of your payment or bank transfer. If you do not provide full supporting documentation and your current valid passport, which must have at least 1 blank double sided page available, your application may be refused. Applicants must also provide us with an address (including a post code), a functioning telephone number and email contact details in case we are required to seek clarification.

When you have completed your application enclose it with all your supporting documentation and passport and submit to VFS Global in Beijing (mt.vfsglobal.cn). Completed applications should be sent to us by courier in the case of applicants from outside China that fall under our jurisdiction. We recommend using a trackable express service.

Applications will be processed in the order they are received. Make sure you allow enough time for the application process to be completed before you make any travel plans. **We strongly advise that you do not purchase a non-refundable air ticket before receiving your visa. We do not accept responsibility for any financial loss and we do not fast track applications solely due to planned date of travel.**

The processing time begins when the Embassy of Malta in Beijing or our commercial partner VFS Global has received your completed application form, with your passport and supporting documents and the relevant application fee. It ends after a decision has been taken on your application and your passport is available for collection. Should you wish to contest the outcome of your visa application you can transmit your correspondence directly to the Central Visa Unit in Malta (visa.mfa@gov.mt).

We endeavour to process each visa application within a target period but we cannot assure that your visa application will be completed within this time. The unique circumstances of each individual case may result in longer decision times. Though as a general rule it takes the Embassy of Malta 15 calendar days to process a visa this cannot be used as a guarantee of the processing time for a visa. This is because visa applications are assessed individually and individual circumstances can mean processing times may vary.

Finally, our visa office is more than happy to answer any general questions on our visa application procedure and process, however in accordance with the requirements of Malta's Data Protection Act (Cap. 440), we can only discuss specific applications with applicants directly.

Visa Section
Embassy of Malta in Beijing
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