

Online Application for Expatriates

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Introduction

The aim of this document is to show a step-by-step process to apply for a residence documentation / permit using the Expatriates Portal. The process can be summarised as follows:

The applicant starts the application and provides supporting documentation. Once ready the applicant submits the application to Identità.

Until the application has been registered by Identità, the application can be withdrawn by the applicant.

The process that will be described in this document corresponds to a basic application and will be clearly reflected through screenshots.

Logging into the Expatriates Portal

Access the Expatriates Portal landing page (Figure 1 - Landing Screen). You can either log into the Expatriates Portal using your personal e-ID account or a temporary account if you are not yet in possession of a Residence Documentation or Residence Permit.

identità Manual

expatriates unit portal

welcome to identità's expatriates unit portal for the submission of applications for residence permits and certificates.

eu / eea / swiss applicants

This section of the online portal is intended for the submission of applications for residence certificates by EU and EEA and Swiss nationals, intending to reside and/or work in Malta for longer than three (3) months. An eResidence document will be issued to such applicants based on their scope of residence in Malta.

[login with e-id](#) [alternative login](#)

non-eu employment & self-employed

This section of the online portal is intended for the submission of applications by non-EU Nationals, or third-country nationals, who intend to reside and take up employment in Malta. This includes applications for:

- Single Permit under the Single Permit Regulations, SL 217.17,
- Blue Card under the Blue Card Regulations SL 217.15,
- Intra-Corporate Transferee under the Intra-Corporate Transfer Regulations SL 217.21,
- Self-Employment,
- other employment applications, as applicable for third-country nationals.

[go to non-eu employment portal](#)

non-eu applicants
except employment & self-employed

This section of the online portal is intended for the submission of applications by non-EU Nationals, or third-country nationals, who intend to reside in Malta for purpose other than employment. This includes applications for:

- Exempt Status,
- Family Reunification,
- Study,
- Economic Self-Sufficiency,
- Long-Term Residence,
- other reasons as applicable for third-country nationals.

[login with e-id](#) [alternative login](#)

Figure 1 - Landing Screen

1. To log in using your e-ID account, click on the **Login with e-ID** button. This will direct you to the SSO.
2. To log in using your temporary account, click on the **Alternative Login** button, which will load the Alternative Login screen (Figure 2 - Alternative Login).

sign in

Email Address

Password

[Register here!](#)

[Login with e-ID](#)

[Forgot your password?](#)

[cancel](#) [sign in](#)

Figure 2 - Alternative Login

Registering a Temporary Account

To log into the Expatriates Portal using a temporary account, you will first need to register and then verify your account. To complete the registration you will also need to upload a full copy of your Passport Bio Page or Identity Document.

1. In the Alternative Login screen (Figure 2 - Alternative Login), click on the **Register here!** link to load the **Register** screen (Figure 3 - Register Temporary Account).

register

If you do not have an e-ID Account yet, you can register for a local account for this portal.

Please note that before you can submit your first application, a copy of your Identity Card or Passport will be requested for verification, therefore kindly ensure that your identity details requested below are as shown on that document.

Your identity details will be verified with the submission of your first application.

Any account registration left incomplete shall be discarded past 15 days.

First Name

Last Name

Date of Birth

Email Address

Password

Minimum 8 characters, contains lowercase (a-z), uppercase letters (A-Z), digits (0-9)

Confirm Password

I'm not a robot reCAPTCHA Privacy - Terms

Figure 3 - Register Temporary Account

2. Complete the registration details. Tick the *I'm not a robot* tick box and click the **Register** button. The Account Verification screen is loaded (Figure 4 - Account Verification Screen), and a verification email is sent (Figure 5 - Account Verification E-mail Notification).

account verification

Hi Terri, your account is pending verification. Kindly check your inbox for the account verification email which was sent upon registration.

[Click here to receive a new verification email.](#)

log out

Figure 4 - Account Verification Screen

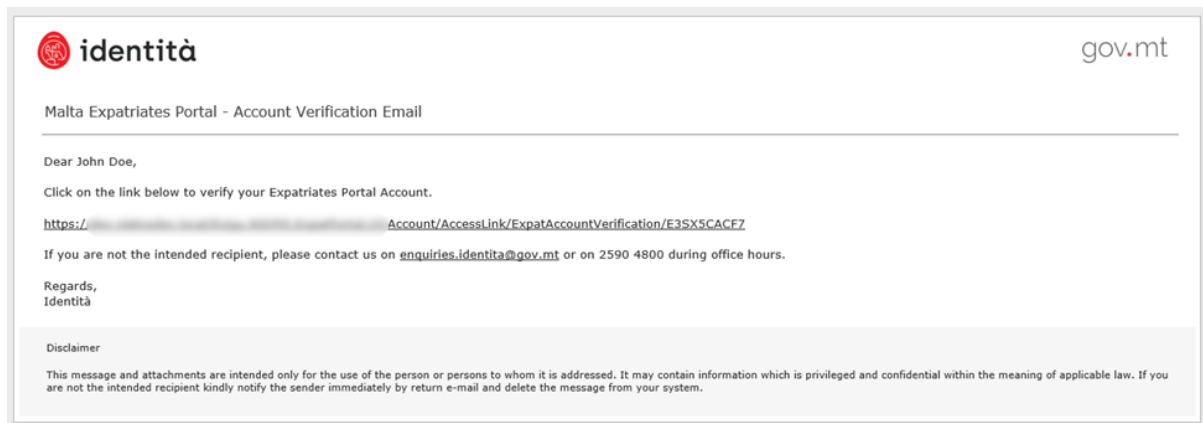


Figure 5 - Account Verification E-mail Notification

3. Open the verification email and access the link stated to verify your account.
4. Log into the Expatriates Portal using your temporary account credentials.
5. Access the **My Account** screen (Figure 6 - My Account Screen).

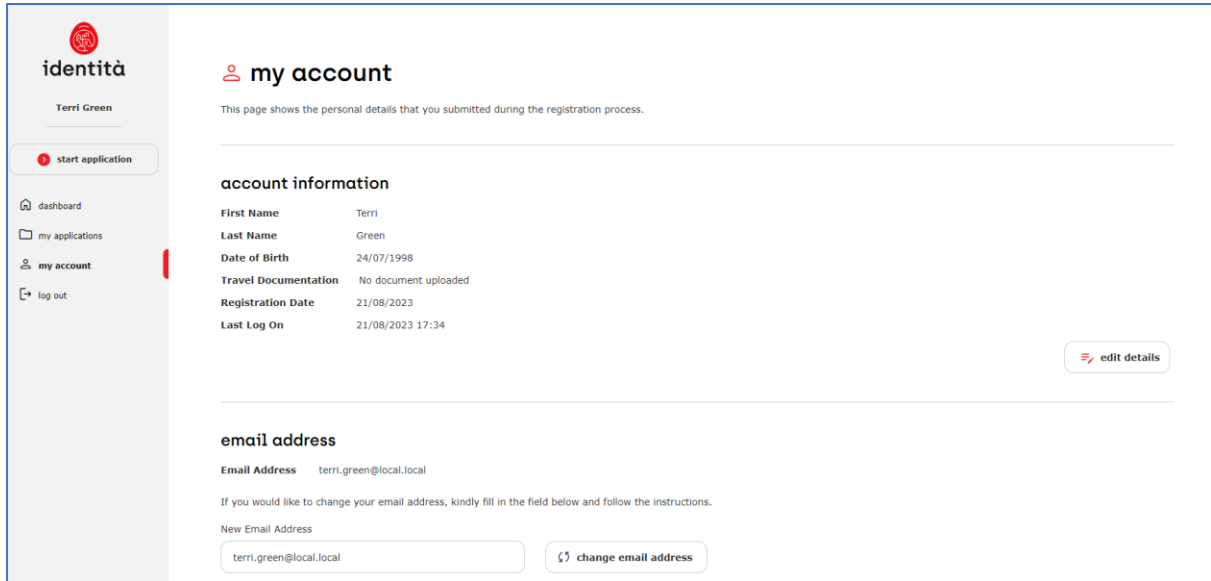


Figure 6 - My Account Screen

6. Click the **Edit Details** button.
7. Upload your travel document and click the **Save changes** button.

Creating and Submitting a New or Renewal Application

When logged into the Expatriates Portal, the Personal Dashboard is shown.

1. Click the **Start Application** button (Figure 7 - Start Application button), to start an application. This action opens the **Start an Application – Step 1** window (Figure 8 - Start an application wizard: Step 1).

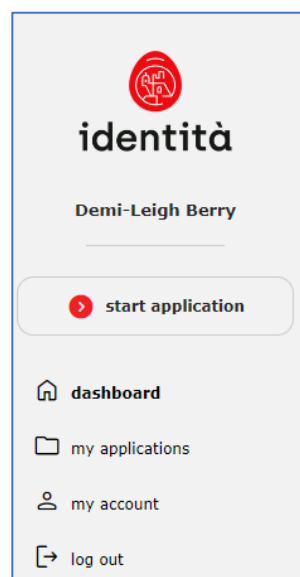


Figure 7 - Start Application button

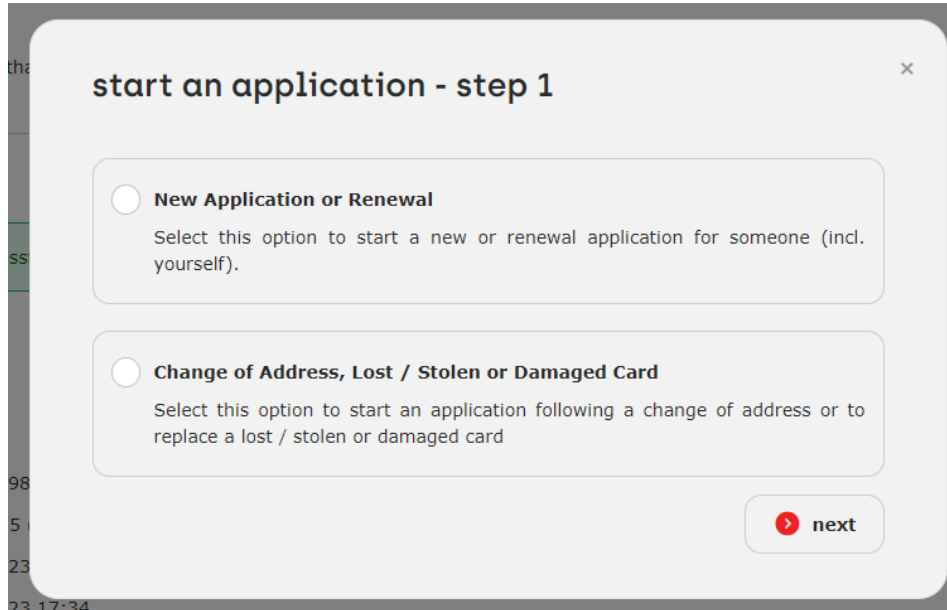


Figure 8 - Start an application wizard: Step 1

This window presents the user with the following options:

- **New Application or Renewal**
 - **Reprint for Change of Address, Lost / Stolen or Damaged Card**
2. To start a new or renewal application, select the **'New Application or Renewal'** option and click the **Next** button. This will show the **Start an Application – Step 2** window (Figure 9 - Start a New/Renewal application wizard: Step 2).

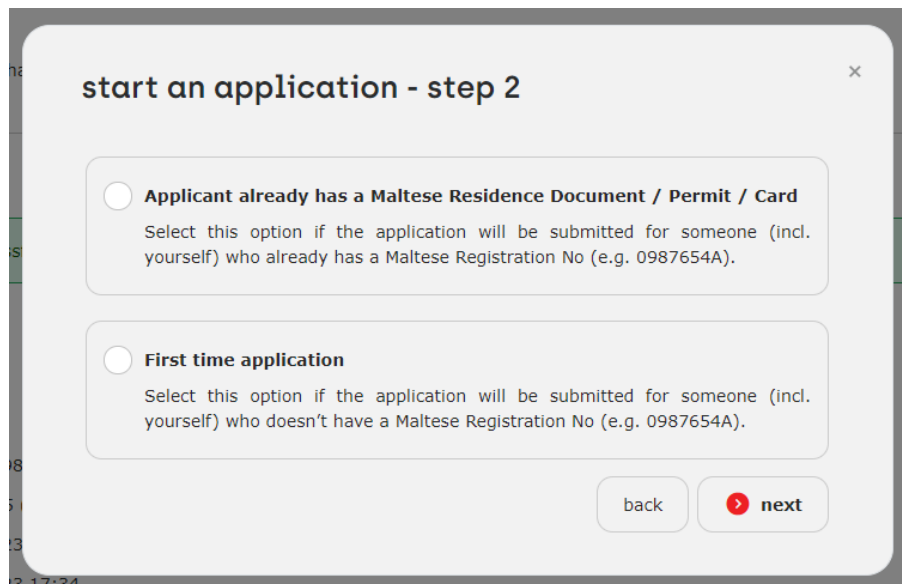


Figure 9 - Start a New/Renewal application wizard: Step 2

3. At this stage, you will need to choose for whom the application is intended for. The options are:
- **I am applying for myself** – This option is only presented when the user is logged in using their residence e-ID Account (i.e., the Maltese Registration Number ends with the letter A). If the

user can start a new application, the user will be directed to the **Personal Details** screen (Figure 11 - Applicant's Personal Details Screen).

- **Applicant already has a Maltese Residence Document / Permit / Card** – When this option is selected, the **Start an Application – Step 3** window is shown, which allows the user to start an application on behalf of someone who already possesses a Residence Permit / Residence Documentation (Figure 10 - Start a New/Renewal application wizard: Step 3). When the user inserts a valid Registration Number and Date of Birth, and an application can be started for that applicant, the **Personal Details** screen is shown (Figure 11 - Applicant's Personal Details Screen).

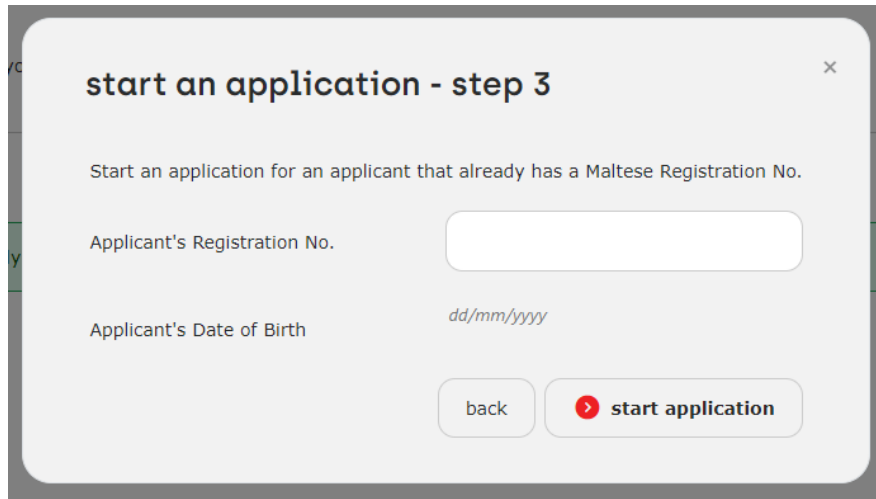



Figure 10 - Start a New/Renewal application wizard: Step 3

- **First time application** – This option allows the user to start an application for someone who does not hold a Residence Permit / Residence Documentation. The Personal Details screen is shown (Figure 11 - Applicant's Personal Details Screen), and the user will not have to insert a Registration Number.

foreign applicant's details

 **personal details**

Registration No. e.g. 1234567A

Do not insert the Registration Number if the application is for a first-time applicant.

Last Name

Former Surname

First Name

Current Nationality

Birth Nationality


Country of Birth

Place of Birth

Date of Birth

Gender

Marital Status


 **contact details**

Phone Number

Mobile Number

+356

Email Address

 **travel documentation**

Travel Document Type

Travel Document No

Country of Issue

Date of Issue

Valid Until

cancel
next

Figure 11 - Applicant's Personal Details Screen

4. Complete the Foreign Applicant's Details and click the Next button to save the application and load the **Residence Details** screen (Figure 12 - Applicant's Residence Details Screen).

applicant's residence details

settlement

Country of Residence at the time of application	Since
<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>
Country of Residence prior to Settlement in Malta	Intended Country of Next Settlement
<input type="text"/>	<input type="text"/>
Intended Duration of Stay in Malta	
Duration Amount	Duration Type
<input type="text"/>	<input type="text"/> or <input type="radio"/> Indefinite

address in malta


Locality

Street

Property Number / Name

Building / Entrance / Staircase / Floor

Post Code

 Note that for those applying for Exempt status, the address of the applicant and Maltese sponsor must be identical.

Preferred Collection Site

permanent address abroad

Door No

Street

Locality

Post Code

Country

Figure 12 - Applicant's Residence Details Screen

5. Complete the Applicant's Residence Details and click the Next button to save the residence details and load the **Additional Details** screen (Figure 13 - Default Additional Details Screen).

The screenshot shows a progress bar at the top with five steps: Step 1: Applicant's Personal Details (checked), Step 2: Applicant's Residence Details (checked), Step 3: Additional Details (active), Step 4: Documents Upload (unchecked), and Step 5: Application Summary (unchecked). Below the progress bar, the main content area is titled 'additional details' and contains a section for 'residence purpose'. This section features a drop-down menu with the placeholder text 'Select Purpose' and a red checkmark icon on the right. At the bottom right of the form, there are two buttons: 'cancel' and 'next' with a red arrow icon.

Figure 13 - Default Additional Details Screen

6. The list of **Residence Purposes** depicted in the drop-down list in the Additional Details screen depends on the selected **Current Nationality** (in the Personal Details screen). When the user selects an **EU, EEA, or Swiss** nationality, then a list of applications falling under EU will be shown.

When the user selects a **Non-EU** nationality, then a list of applications falling under **Non-EU** will be shown.

The details required to be inserted by the applicant vary depending on the selected Residence Purpose. Complete these details and click the **Next** button to save the Residence Purpose details and load the **Documents Upload** screen (Figure 14 - Documents Upload Screen).

Step 1: Applicant's Personal Details
Step 2: Applicant's Residence Details
Step 3: Additional Details
Step 4: Documents Upload
Step 5: Application Summary

documents

Applicants must submit the following documentation. You must present the original documents to Identità at the time of the biometrics appointment.

compulsory documents

- 1. Application Form**
Click on Generate Form to download the pre-filled application form for completion. Once completed and signed, the application form must be scanned and uploaded back in this section.

generate form

select files...
drop files here to upload

Maximum allowed file size is 2 MB.
- 2. Full Copy of Applicant's Passport**
A full copy of the applicant's passport including the blank pages.

select files...
drop files here to upload

Maximum allowed file size is 2 MB.
- 3. Legal Status in Malta**
Proof of legal status in Malta

select files...
drop files here to upload

Maximum allowed file size is 2 MB.
- 4. Lease Agreement**
A copy of the lease agreement signed by both landlord and tenant, which must include the full name, ID Card number of landlord, rental address. The name of the tenant must match the name on the passport.
If the Landlord is not Maltese, a purchase agreement of the same premises must also be provided.

select files...
drop files here to upload

Maximum allowed file size is 2 MB.
- 5. Housing Authority Approval Letter**
A copy of the approval letter issued by the Housing Authority for the registration of property as a rental as per Cap. 604 of Maltese legislation.

select files...
drop files here to upload

Maximum allowed file size is 2 MB.
- 6. Certificate from the Commissioner for Revenue**
A copy of the Certificate from the Commissioner for Revenue showing that the applicant satisfies the criteria stipulated in the applicable law.

select files...
drop files here to upload

Maximum allowed file size is 2 MB.

additional documents

- 1. Health Insurance**
A proof of comprehensive health insurance **must be presented at the time of the biometrics capture appointment.**
- 2. Other Documents**
Other applicable document requested by Identità. Please ensure the name of the file reflects its content.

select files...
drop files here to upload

Maximum allowed file size is 2 MB.

cancel
next ➔

Figure 14 - Documents Upload Screen

7. The list of documents the applicant is requested to upload also depends on the residence purpose selected in the Additional Details screen. Upload the necessary files documents and click the Next

button to save the uploaded documents and load the **Application Summary** screen (Figure 15 - Application Summary Screen).

✔ Step 1: Applicant's Personal Details

✔ Step 2: Applicant's Residence Details

✔ Step 3: Additional Details

✔ Step 4: Documents Upload

☺ Step 5: Application Summary

application summary

Form J - EU - Economically Self-Sufficient new application

👤

personal details

[Edit](#)

Registration No Not provided	Date of Birth 24/07/1998	First Name Terri
Last Name Green	Former Surname Not provided	Birth Nationality Afghan
Gender Male	Current Nationality Austrian	Marital Status Separated
Country of Birth Afghanistan	Place of Birth Kabul	

📞

contact details

[Edit](#)

Phone Number 21212121	Mobile Number Not provided	Email Address terri.green@local.local
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📄

travel documentation

[Edit](#)

ID
12341234 (Afghanistan)
Valid from 01/01/2020 To 01/01/2030

🌐

settlement

[Edit](#)

Currently Residing In Malta Since
02/08/2023

Country of Residence prior to Settlement in Malta
Afghanistan

Intended Country of Next Settlement
Unknown

Intended Duration of Stay in Malta
Indefinite

🏠

address in malta

[Edit](#)

Address 2, 2 A Street A Test Locality TST 1234	Card Collection Site Gozo
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🏠

permanent address abroad

[Edit](#)

Not provided

📄

documents

[Edit](#)


1. Residence Application Form - 21/08/2023 17:49
[R83740374.pdf](#)

cancel

submit application ➔

Figure 15 - Application Summary Screen

8. Before submitting the application, review the application summary. Currently, there is no online payment for EU/EEA/Swiss applications. Non-EU applications (except applications for an Exempt Person, Family Member of an EU National and Permanent Resident) require online payment. If applicable, proceed with the payment. A payment acknowledgement e-mail notification is sent when the payment is successful.

 **payment**

Proceeding with and submitting this application is without prejudice to:

The applicant is still abroad:

- Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.
- Any visa requirements, especially when the applicant resides in a third country with no facilitation for the issuance of a visa.
- Any travel restrictions imposed by the country of origin, the European Commission and any other country through which transit is needed.
- Validity of Approval in Principle letter, the duration of which would be specified in the same letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

The applicant is legally in Malta:

- Applicant on behalf of whom this application is being submitted must hold legal status in Malta. Should it be confirmed, during the validation process, that the Applicant does not hold a legal status, Identità will refuse the application and no refund will be given.
- Validity of Approval in Principle, the duration of which would be specified in the application outcome letter, and which is non-extendable and not eligible for any credit or refund. Failure to proceed as per the terms laid out in the Approval in Principle letter would nullify the effects of the same letter.

To start the payment process, kindly click on the "Proceed to Payment" button and follow the steps accordingly.

[proceed to payment](#)

9. Click the **Submit** button to submit the application to Identità. An Application Summary e-mail notification is sent to the applicant.

Expatriates Portal – Status Description

Portal Status	Description
Pending Submission	Application still needs to be completed and submitted to Identità.
Submitted	Application has been submitted to Identità and is awaiting to be processed
Pending Review by Applicant	Identità sent the submitted application, back to the user to review and update the application.
Pending Account Review	[Only applies for Temporary Accounts] Identità sent the submitted application back to the user to review and update the account details . Once the account details are corrected by the applicant from the 'My Account' page the application status will automatically change back to submitted.
Withdrawn	The user has withdrawn the application before it was accepted by Identità.
Rejected	Application has been rejected by Identità.
In Progress	Application has been received and is being processed by Identità.
Processing by Third Parties	Application is being validated by the relevant authorities.
Ready for Final Approval	Application is being processed and applicant shall be receiving correspondence soon..
Revoked	Application has been processed by Identità but revoked.
Approved	Application is approved.
Collection letter posted to registered address	Application has been approved and applicant will receive the collection letter in post to proceed to Identità and collect – note that no collection is possible without presentation of letter.
Issued	Residence Card has been issued and collected.