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Until the application has been registered by Identità, the application can be withdrawn by the applicant.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

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).

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).

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).

Figure 4 - Account Verification Screen
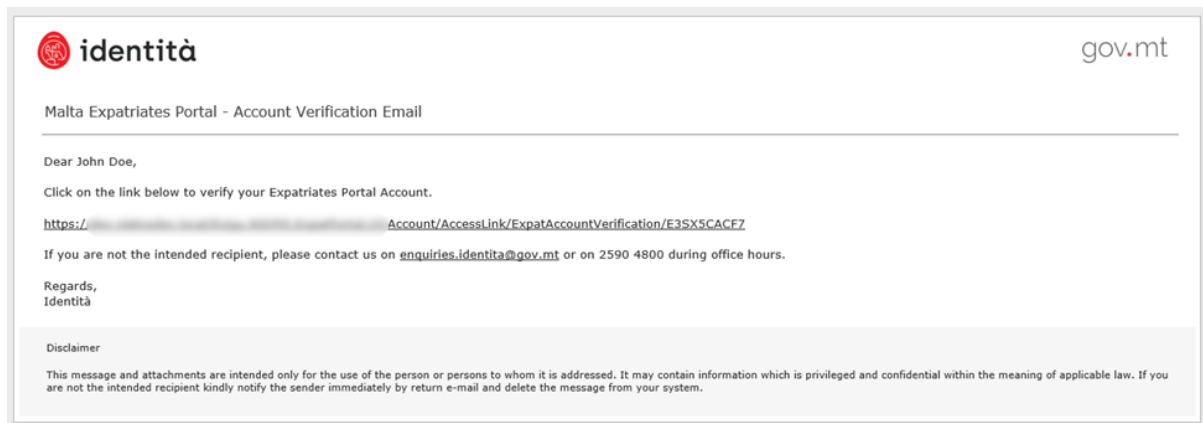
Figure 5 - Account Verification E-mail Notification

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).
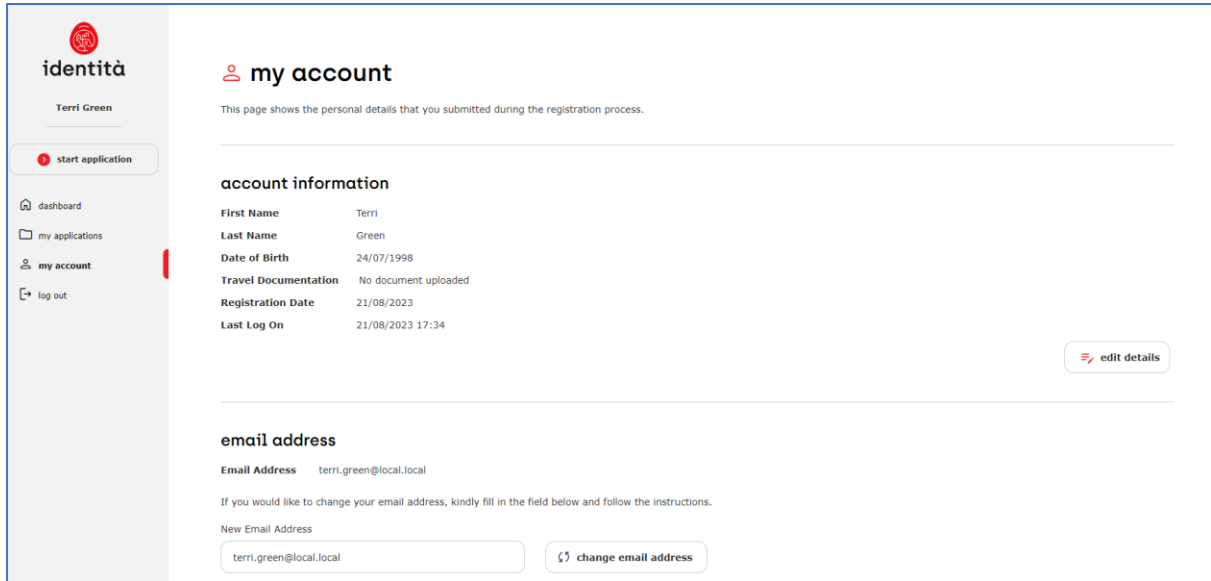
Figure 6 - My Account Screen

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
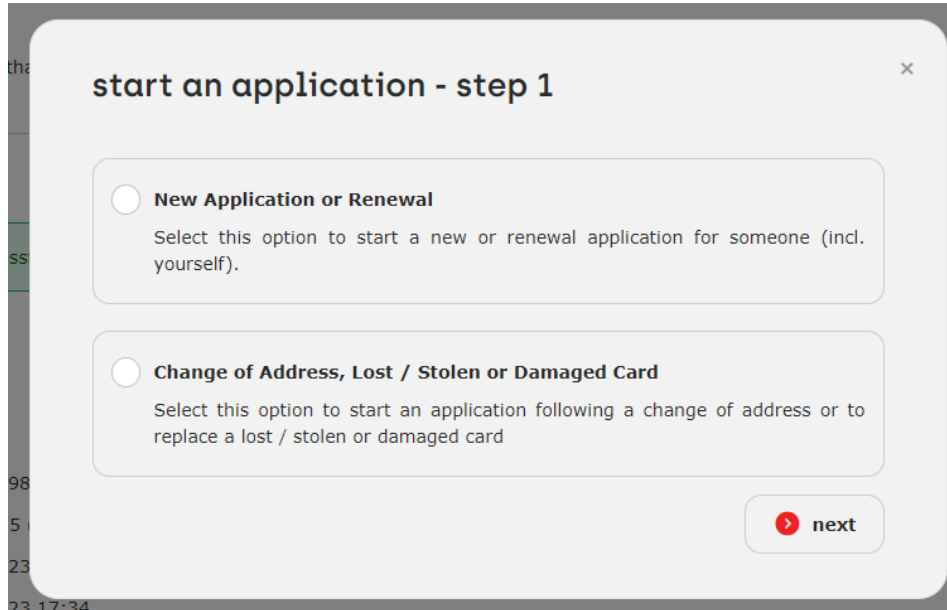
Figure 8 - Start an application wizard: Step 1

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).
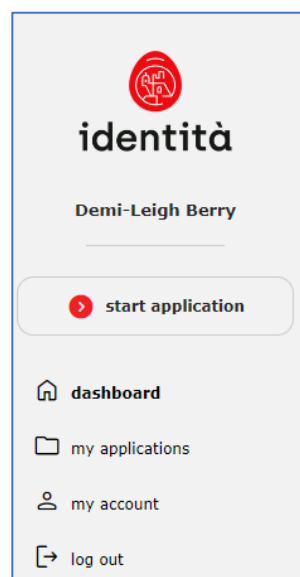

Figure 9 - Start a New/Renewal application wizard: Step 2

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

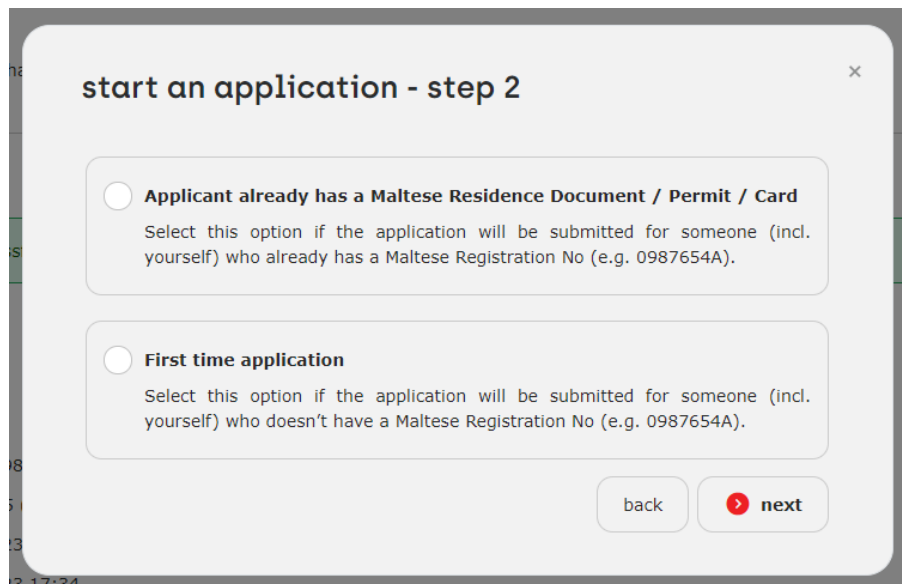user can start a new application, the user will be directed to the **Personal Details** screen (Figure 11 - Applicant's Personal Details Screen).

▪ **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).
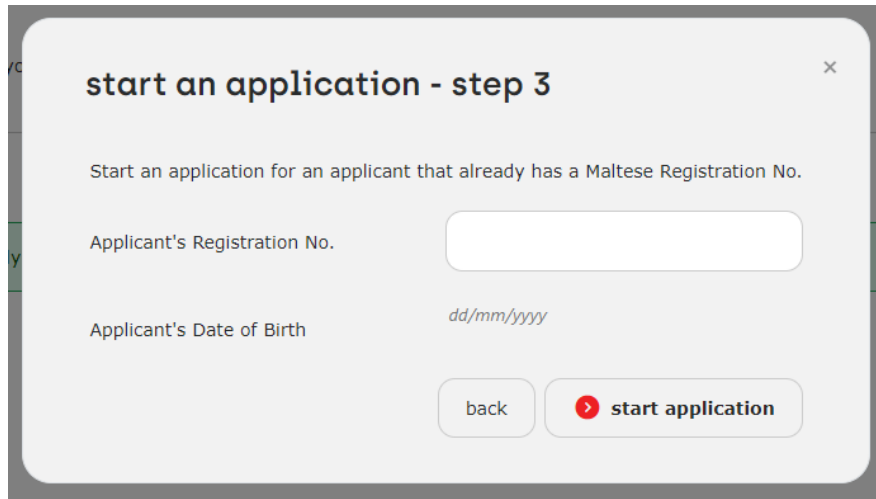

Figure 10 - Start a New/Renewal application wizard: Step 3

▪ **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.

identità

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

[dd/mm/yyyy   📅]

Country of Residence prior to Settlement in Malta

[▼]

Intended Country of Next Settlement

[▼]

Intended Duration of Stay in Malta

Duration Amount

[   ]

Duration Type

[▼] or ○ Indefinite

🏠 address in malta

Locality

[▼]

Street

[▼]

Property Number / Name

[▼]

Building / Entrance / Staircase / Floor

[▼]

Post Code

[   ]

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

Preferred Collection Site

[*Please indicate a preferred Identità office to collect the residence permit...* ▼]

🏢 permanent address abroad

Door No

[   ]

Street

[   ]

Locality

[   ]

Post Code

[   ]

Country

[▼]

[cancel]   [next ●]

Figure 12 - Applicant's Residence Details Screen

identità

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).

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).

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 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

Last Name
Green

Former Surname
Not provided

First Name
Terri

Gender
Male

Current Nationality
Austrian

Birth Nationality
Afghan

Country of Birth
Afghanistan

Place of Birth
Kabul

Marital Status
Separated

contact details
Edit

Phone Number
21212121

Mobile Number
Not provided

Email Address
terri.green@local.local

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

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

identità

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.

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.