

# Visa Advice for Foreign Nationals

## **Opening Hours**

The Embassy of Malta in Warsaw is open from Monday to Friday, from 08.30am to 16.30 pm.

**An appointment is required for visa applications.** Please call on **(+48) 22 646 46 39** or send an email on [maltaembassy.warsaw@gov.mt](mailto:maltaembassy.warsaw@gov.mt) to book an appointment or to request further information on the visa application process.

Due to seasonal large number of applications, an appointment may not be available for several weeks. Applicants must book their appointments in good time before travel.

## **Visas**

- *At the Consulate – ul. Wiśniowa 40/4, 02-520 Warsaw*

**Visa applicants may submit their applications in person directly at the Consulate in Warsaw, Wiśniowa 40/4 via appointments only.** Biometric data will be collected during the appointment using a quick, discreet, and non-intrusive process that captures a facial image with a digital camera and a fingerprint scan with a digital finger scanner. Your face must be clearly visible for a photograph to be taken.

Click [here](#) for further information on whether you need to apply for a Schengen visa for your travel to Malta.

Click [here](#) for information for non-EU nationals who are family members to EU nationals.

## **The Application Form**

Click [here](#) to download an Application for Schengen Visa. Additional documentation needs to be provided to support the application form. Refer to the section below for more information.

Mere possession of a visa does not confer an automatic right of entry to the Schengen zone. Visa holders are requested to present proof that they fulfil the entry conditions at the external border.

- *Required Documentation*

Visa applications must be in writing with all details filled in. The application must be wholly and legibly completed and signed by the applicant. The full list of which documentation is required can be found [here](#).

The Consulate may ask applicants for any other supporting documents it deems necessary. To this effect, it is recommended that applicants contact the Consulate beforehand for further details.

- *Application Processing*

Applications for Schengen Short-Stay Visas (C Visa) shall be lodged no more than 6 months, and for seafarers in the performance of their duties no more than 9 months, before the start of the intended visit, and, as a rule, no later than 15 calendar days before the start of the intended visit.

Applications shall be decided on within 15 calendar days of the date of the lodging of an application which is admissible. That period may be extended up to a maximum of 45 calendar days in individual cases, notably when further scrutiny of the application is needed.

Some Schengen States require that they are consulted on visa applications submitted to other Schengen States by citizens of certain countries. The consultation process may take up to 7 calendar days. Such consultation is currently required for nationals of the countries listed on this [list](#).

The Embassy of Malta in Warsaw will not be liable for loss of travel expenses due to late submission of applications.

- *Passports and Fees*

Passports must be valid for at least 3 months after the intended date of departure from Malta for a single entry Schengen visa, and must have at least two blank pages.

Kindly note that only passports that have been issued during the past ten years can be endorsed with a visa. Travel documents (passports) issued more than 10 years prior to the visa application, will not be accepted, and applications based on such travel documents (passports) will not be considered admissible. Applicants are kindly requested to apply for a new passport at their Embassy or High Commission.

<b>Visa Fees</b>	
Schengen Visa	<b>€80</b>
Schengen Visa - Children 0-6 years (i.e. children that are 6 years of age minus 1 day)	<b>€0</b>
Schengen Visa - Children 6-12 (until the age of 12 years minus one day)	<b>€40</b>
Schengen Visa (Family Members of EU, EEA and Swiss Nationals)	<b>€0</b>
Schengen Visa (for Countries with Visa Facilitation Agreements)	<b>€35</b>

Payment is done in PLN or Euro cash only, and depending on the exchange rate on the date of the application. Cheques are not accepted. No visa fees are refundable, whatever the outcome of the application.

All visas will be sent by registered post through our visa application centres. Please note that the Mission is not responsible for any loss or delay of passports and supporting documents once these have been posted and left the Mission.

- *Right to Appeal*

Visa applications undergo careful consideration and might be refused. Applicants who have been refused or have had their visa annulled or revoked, have the right to appeal against such decision to the Immigration Appeals Board within fifteen (15) days of the notification of such decision.

Full information can be found within the refusal letter once delivered to the applicant. Such letters also include the reasoning behind the refusal decision. Any communication to the Immigration Appeals Board should be addressed to:

The Secretary,  
Immigration Appeals Board,  
109, Triq Zekka,  
Valletta VLT 1517  
MALTA

Or via email on the following address: [visa.appeals@gov.mt](mailto:visa.appeals@gov.mt).