# 🔞 identità

# Online Application for Single Permit

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### Introduction

The aim of this document is to show a step-by-step process to apply for single permit. The process is divided on three main steps:

- 1. The employer starts the application and provides supporting documentation. Once ready the employer sends the application to the employee for reviewing;
- 2. The employee reviews the application created by the employer and sends it back to the employer;
- 3. The employer submits the application to Identità.

During these main steps, the application can be withdrawn or can be sent back to a previous step for any amendment. For example, if the employee is reviewing his/her application and he/she notices an error in the data inserted by his/her employer, he/she can request a correction and the application will be sent back to the employer. The employer can update the application and submit it back to the applicant for review.

It is worth to note that the process that will be described in this document corresponds to a basic application, thus it will go straight through the above three main steps without any disruption.

Considering what it has been explained above, the present document will be divided in three sections, one for each of the just mentioned main steps. Each section contains screenshots that clearly reflects how to proceed.



#### New Application started by an employer

This section describes the first step when creating a single permit online application. The process is started by the employer.

Log in to Single Permit Online Application Portal

Log in to the Single Permit portal (<u>https://singlepermit.gov.mt</u>), using personal e-id account.

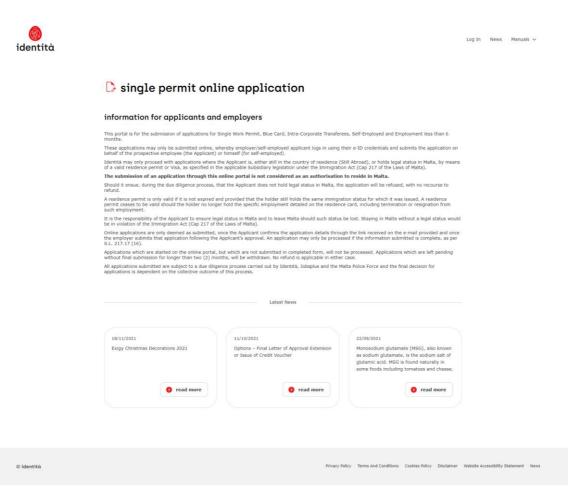


Figure 1 – Single Permit Portal - Landing Page

	gov <b>.</b> mt	
Sign In	EN	
Sign in with your e-ID	Account*	
ID Number (view sample)		
Enter your ID Card number		
Password		
Enter your password		
Sign In		
Sign-in and change m	ny password	
*If you don't have an e-ID account during office hours on <b>2590 4300</b> .		
Forgot your password?		
Help on how to start using e-ID		

Figure 2 – e-ID Login Screen



Figure 3 – Allow Access Data

## Creating a New Application

When logged in to the Single Permit Portal, the user Personal Dashboard is shown (Figure 4). There are two alternatives to start a single permit application:

- From the **Submit Application as a Company** card in the Personal Dashboard.
- From the menu navigation pane, by clicking on **Start Application** button on the top which will open the **Submit Application as a Company** window.

identità Declan Guerra	personal dashboard     Welcame to Identità's Online portal that gives you quick and easy access to submit and manage your applications. The services are divided into two categories being individual services and business services. Apply for Live-in Carer as Individual is to be used by applicants submitt     Shew.more	my companies Volorg 1 Wew Applications
destableard     my notifications     my applications     my companies	my notifications     Mew All Notifications       Mandatory Request     VolOrg 2 has mandated their services to VolOrg 1	Volorg 2 <u>View Applications</u> Vol org 1 <u>View Applications</u> Vol org 3
<ul> <li>my profile</li> <li>my personal applications</li> <li>tog out</li> <li>my companies</li> <li>Select Company</li> </ul>	submit application as a company         Non-EU applications for Single Permit, Employment for less than 6 months, Self Employed, Blue Card Workes, totra Corporate Transfer         Select the company and then click Start Application.         Note: Companies that are still being approved by Identità and have the status Pending cannot be used.         Company       Please Select         Application Type       Please Select	<ul> <li>Volorg 3 View Company. Dashboard</li> <li>register company</li> <li>mandating companies</li> <li>Volorg 1 View Applications</li> <li>Volorg 2</li> </ul>
	start application     view applications  register a new company Before you can submit an acolication on behalf of a business entity or for Self-Employment, you need to register the company with Identità.	Manage

Figure 4 – User Personal Dashboard

In both alternatives the user must select the corresponding company and select **Single Permit** as application type.



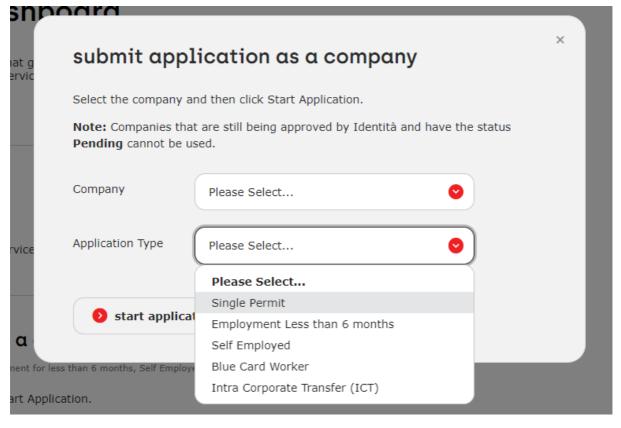


Figure 5 – Starting an application from the Submit application as a Company card or by clicking on Start Application button on top of the navigation pane.

After selecting the company, **Single Permit** as application type and clicking on **Start Application**, the Single Permit application wizard is opened (Figure 6)



) identità

© ide

online Application Ion-EU: Single Permit					
Step 1: Applicant's     Personal Details	O Step 2: Applicant's Residence betails	O Step 3: Employment Details	O Step 4: Documents Upload	O Step 5: Application Summa	ary
	Proceeding with and submitting th	s application is without prejudi	ce to:		
	The applicant is still abroad: • Any necessary approval requinities issued from time to t	ired by the Maltese Health Auth ime.	orities as per the applicable Le	gal	
	<ul> <li>Any visa requirements, esperante</li> </ul>	cally when the applicant reside	s in a third country with no faci	litation	
	<ul> <li>Any travel restrictions imposi country through which transi</li> <li>Validity of Approval in Princip and which is non-extendable terms laid out in the Approval</li> </ul>	le letter, the duration of which and not eligible for any credit of in Principle letter would nullifi	would be specified in the same or refund. Failure to proceed as the effects of the same letter.	letter, per the	
	The applicant is legally in Malta • Applicant on behalf of whom Should it be confirmed, durir status, Identità will refuse th	12			
	<ul> <li>should it be commend, during status, Identità will refuse th</li> <li>Validity of Approval in Princip letter, and which is non-exterper the terms laid out in the</li> </ul>	e application and no refund will le, the duration of which would idable and not eligible for any a	be given. be specified in the application credit or refund. Failure to proci	outcome red as	
	per the terms laid out in the	Approval in Principle letter wou	Id nullify the effects of the sam	e letter.	
	application	ontoxt			
	Application of Application for Employer	ontext			
	VolOrg 1				
	Application Type Single Permit			•	
	Application Context			0	
	foreign appli	cant's detai	ls		
	🐣 personal detail	s			
	Maitese Registration No				
	Last Name				
	Former Sumame				
	First Name(s)				
	Current Nationality				
	Birth Nationality				
	Country of Birth			•	
	Place of Birth			0	
	Date of Birth dd/mm/yyyy	Gender		0	
	Marital Status				
	🥜 contact details				
	Phone Number				
	Mobile Number				
	E-Mail Address				
	📮 travel documen	tation			
	Travel Document Type				
	select type Travel Document No	0			
	Country of Issue			•	
	Date of Issue	Valid Until dd/mm			
	og/mm/yyyy	ad/mm,		u	
			cancel next	•	

Figure 6 – Single Permit Application Wizard

Priva



### Select the application context from the list of options provided by the system.

Step 1: Applicant's Personal Details	O Step 2: Applicant's Residence Details	O Step 3: Employment Details	O Step 4: Documents Upload	O Step 5: Application Summar
		1	1	1
Proc	eeding with and submitting this	application is without prejudice	to:	
	applicant is still abroad:			
		ed by the Maltese Health Authori	ties as per the applicable Legal	
	Notices issued from time to tin Any visa requirements, especia	ne. ally when the applicant resides ir	a third country with no facilitat	tion
	for the issuance of a visa.			
•	Any travel restrictions imposed country through which transit	d by the country of origin, the Eu is needed.	ropean Commission and any ot	her
		e letter, the duration of which wo nd not eligible for any credit or r		
	terms laid out in the Approval	in Principle letter would nullify th	e effects of the same letter.	
	applicant is legally in Malta:			
•		his application is being submitted the validation process, that the		8.
	status, Identità will refuse the	application and no refund will be	given.	
•		e, the duration of which would be		
	letter, and which is non-extend	lable and not eligible for any cre	dit or refund. Failure to proceed	as
	letter, and which is non-extend per the terms laid out in the A	dable and not eligible for any cre pproval in Principle letter would r	dit or refund. Failure to proceed nullify the effects of the same le	as etter,
	letter, and which is non-extend per the terms laid out in the A	table and not eligible for any cre pproval in Principle letter would i	dit or refund. Failure to proceed nullify the effects of the same le	as etter.
	letter, and which is non-extend per the terms laid out in the A	lable and not eligible for any cre pproval in Principle letter would i	dit or retund. Failure to proceed nullify the effects of the same le	l as etter.
	per the terms laid out in the A	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	l as etter.
a	per the terms laid out in the A	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	l as etter.
	per the terms laid out in the A	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	l as atter.
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Ap	per the terms laid out in the A	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	l as etter.
Ap Vo	per the terms laid out in the A <b>pplication c</b> plication for Employer	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	i as etter.
Ap Vo	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	i as etter:
Ap Vo	per the terms laid out in the A <b>pplication c</b> plication for Employer plOrg 1	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	as atter:
Ap Vo	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	as atter:
Ap Vo	per the terms laid out in the A plication for Employer olOrg 1 plication Type Single Permit	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	as atter:
	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type Single Permit plication Context	pproval in Principle letter would :	dit or refund. Failure to proceed nullify the effects of the same le	as atter:
Ap VC Ap	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type Single Permit plication Context select context	pproval in Principle letter would :	nullify the effects of the same le	as atter:
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Ap VC Ap	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type Single Permit plication Context select context Still Abroad	pproval in Principle letter would i ontext Recruiting/Temping Agents)	nullify the effects of the same le	
Ap VC Ap	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type Single Permit plication Context select context select context Still Abroad Still Abroad Application (Excluding	pproval in Principle letter would i Ontext Recruiting/Temping Agents) tive	nullify the effects of the same le	
Ap VC Ap	per the terms laid out in the A pplication c plication for Employer plOrg 1 plication Type Single Permit plication Context select context select context Still Abroad Still Abroad Application (Excluding Still Abroad - Key Employee Initia	pproval in Principle letter would i Ontext Recruiting/Temping Agents) tive	nullify the effects of the same le	

Figure 7 - Application Context List



In this example, we will create a **Still Abroad** Application.

Maltese Registration No			
Last Name Piazza			
Former Surname			
First Name(s)			
Africanus			
Current Nationality			
Afghan			٥
Birth Nationality			
Afghan			
Country of Birth			•
Afghanistan			
Place of Birth			
Kabul (Afghanistan)			
Date of Birth		Gender	
02/02/2000	Ċ.	Male	0
			•
Marital Status			
Single	<b>e</b>		
Contact details			
Mobile Number			
99140727			
E-Mail Address			
africanuspiazza@mail.com			

Figure 8 – Single Permit Application Wizard – Step 1: Applicant's Personal Details

**1**. Complete the personal details and click the **Next** button to go to Step 2 in the wizard.

2. Complete the required information on Applicant's Residence Details then click the **Next** button to go to Step 3 in the wizard.



nline Application on-EU: Single Permit	Africanus PIAZZA - R98122743 Pending Completion by Employer				
Step 1: Applicant's Personal Details	• Step 2: Applicant's Residence Details	O Step 3: Employment Details	O Step 5: Application Summary		
	applicant's res	idence det	ails		
	⊕ settlement				
	Currently Residing In	Since			
		dd/mm/y	ууу		
	Country of Residence prior to Settlem	nent in Malta Intended Co	untry of Next Settlement		
				•	
	Intended Duration of Stay in Malta				
	years, months, 🕑	or 🔵 Inde	efinite		
	address in malta     Unknown Locality			0	
	Street				
				•	
	Property Number / Name				
				♥	
	Building / Entrance / Staircase / Floor	r			
	Post Code				
	Preferred Collection Site				
			ce permit		

#### 🛱 permanent address abroad

Figure 9 - Single Permit Application Wizard - Step 2: Applicant's Residence Details



• Step 2: Application       Step 2: Application       • Step 2: Applicati	Online Application Non-EU: Single Permit	Africanus PIAZZA Pending Completion			🛞 withdraw
Employer   vklorg 1 <i>struct</i> Kaly   Building Identifier   Kaly   Street   Kaly Street   Locality   Britikrikana   Post Code   Kal224	Step 1: Applicant's Personal Details	Step 2: Applicant's Residence Details	Step 3: Employment Details	O Step 4: Documents Upload	O Step 5: Application Summary
Employer   vklorg 1 <i>struct</i> Kaly   Building Identifier   Kaly   Street   Kaly Street   Locality   Britikrikana   Post Code   Kal224			data:1a		
volorg 1     Proposer Name   volorg 1   Vat Registration No   ZD1211210   Registration No   ZD12112102023   Door No   Exigy   Building Identifier   Locality   Briter   Doot Code   Exit234		employment	details		
<pre>#\$* employer's details Employer Name Volorg 1 Volorg</pre>		Employer			
Employer Name Volorg 1 Vot Registration No Zb12111210 Registration No Zb121112102023 Door No Exigy Building identifier Exigy Street Exigy Street Locality Brirdrian Post Code BKR1234		VolOrg 1			•
Employer Name Volorg 1 Vot Registration No Zb12111210 Registration No Zb121112102023 Door No Exigy Building identifier Exigy Street Exigy Street Locality Brirdrian Post Code BKR1234					
volorg 1   VAT Registration No   ZD12111210   Registration No   ZD121112102023   Door No   Exigy   Building Identifier   Street   Exigy Street   Locality   Birkirkara   Post Code   BKR1234		🖧 employer's det	ails		
VAT Registration No ZD12111210 Registration No ZD121112102023 Door No Exigy Building Identifier Street Exigy Street Locality Birkirkara Post Code BKR1234		Employer Name			
Zb1211210   Registration No   Zb121112102023   Door No   Extgy   Building Identifier   Street   Extgy Street   Locality   Birkirkara   Post Code   BKR1234		VolOrg 1			
Registration No ZD121112102023 Door No Exigy Building Identifier Street Exigy Street Locality Birkirkara Post Code BKR1234		VAT Registration No			
ZD121112102023   Door No   Exigy   Building Identifier   Street   Exigy Street   Locality   Birkirkara   Post Code   BKR1234		ZD12111210			
Dor No Exigy Building Identifier Street Exigy Street Locality Birkirkara Post Code BKR1234		Registration No			
Exigy   Building Identifier   Street   Exigy Street   Locality   Birkirkara   Post Code   BKR1234		ZD121112102023			
Building Identifier Street Exigy Street Docality Birkirkara Post Code BKR1234  Job Title		Door No			
Street Exigy Street Uccality Birkirkara Post Code BKR1234   job description Job Title		Exigy			
Exigy Street Locality Birkirkara Post Code BKR1234 <b>job description</b> Job Title		Building Identifier			
Exigy Street Locality Birkirkara Post Code BKR1234 <b>job description</b> Job Title					
Locality Birkirkara Post Code BKR1234  Job description Job Title		Street			
Birkirkara Post Code BKR1234  job description Job Title		Exigy Street			
Post Code BKR1234  job description Job Title		Locality			
BKR1234 job description Job Title		Birkirkara			
job description		Post Code			
Job Title		BKR1234			
		🔒 job description	ı		
Occupation		Job Title			
Occupation					
		Occupation			
					•

Figure 10 - Single Permit Application Wizard - Step 3: Employment Details

3. On the **Employment Details** screen, fill out the missing information, then click on Next button to go to Step 4 in the wizard.

4. Upload all the documents needed to process the application. This step includes two sections: one for the Compulsory Documents and another one for the Additional Documents. Employer can upload both Compulsory and Additional Documents immediately. Click on Next button to go to Step 5 in the wizard.



Online Application Non-EU: Single Permit	Africanus PIAZZA - R98122743 Pending Completion by Employer					
Step 1: Applicant's Personal Details	Step 2: Applicant's Residence Details	Step 3: Employment Details	Step 4:     Documents Upload	O Step 5: Application Summary		
		cuments ed by both the applicant and emp be included in the contract, in lin	documentation: ployer. The minimum wage and th e with DIER regulations. <b>The wo</b> r			
	Maximum allowed file size is 2 MB. 2. Position Description Position description, according to applicant. Such details should co Note: Those applicants who fall	rrespond with the work contract under the sports category are re	quired to submit an employment			
	with the association's regulations	s. Moreover, the applicant should ciation has indeed received and	ition to confirm that it is in confor also provide Identità with a lette approved the applicant's employn ack in this section.	er of		
		during the (6) six months prior with a Maltese/EU/EEA/Swiss nat ated and not older than six m e clearly visible on the advert	onths from the application			

Figure 11 - Single Permit Application Wizard - Step 4: Documents Upload



Online Application Non-EU: Single Permit	Africanus PIAZZA Pending Completion			😣 withdraw
Step 1: Applicant's Personal Details	Step 2: Applicant's Residence Details	Step 3: Employment Details	Step 4: Documents Upload	Step 5: Application Summary
	our application's status at any time			
<b>e</b> <u>http</u> :	s://dev.nidmsdev.local/Exigy.NIDM	IS.OnlineResidence.UI/App/anq3	IOo49kqrOYQp0D01eA2	
	application	summary		
	Single Permit - Stil Recruiting/Tempine		on (Excluding	
	🐣 applicant's per	rsonal details		Edit
	<b>Last Name</b> Piazza	Former Surname	First Name(s) Africanus	
	Current Nationality Afghan	<b>Birth Nationality</b> Afghan	<b>Country of Birth</b> Afghanistan	
	<b>Place of Birth</b> Kabul (Afghanistan)	<b>Date of Birth</b> 02/02/2000	Gender Male	
	<b>Marital Status</b> Single	Maltese Registration No -		
	🍫 applicant's cor	ntact details		Edit
	Phone Number -	<b>Mobile Number</b> +356 99140727	E-Mail Address africanuspiazza@mail.co	m
	travel docume	ntation		Edit
	<b>Passport</b> ZD140727102023 (Afghanistan)	)		
	Valid from 01/10/2023 To 31/3	10/2024		
	<pre>   settlement </pre>			Edit
	Currently Residing In Afgha			
	Country of Residence prior to			
	Intended Country of Next Se Unknown			
	Intended Duration of Stay in Indefinite	maild		
	ሰ address in mal	ta		Edit
	Address Unknown	<b>Card Colle</b> Msida	ection Site	

Figure 12 – Single Permit Application Wizard – Step 5: Application Summary

The last step in the wizard includes the Application Summary and the Online Payment option.

**1**. Review the Application Summary and make the online payment. There are different payment options (see Figure 13):



•	The employer can pay before sending the application to the applicant
	for reviewing it, either using a Credit Note or a Bank Card.

- The applicant can pay for the application. In this case, the employer must tick on **Applicant will process with the payment** option.
- The employer can pay when submitting the application, after the applicant reviewed it. In this case, the employer must tick **Defer** payment to submission stage option.

$\bigoplus$	credit note
This s	section is applicable to employers who have received an Offer letter and requested a Credit Note.
	<ul> <li>Application is applied, the following cannot be changed:</li> <li>Application is <u>not</u> for a Health Professional</li> <li>ck to confirm</li> </ul>
	use credit note
	card payment details
	<ul> <li>Application is paid, the following cannot be changed:</li> <li>Application is <u>not</u> for a Health Professional</li> <li>ck to confirm</li> </ul>
	proceed to payment - or -
	<ul> <li>Applicant will proceed with the payment</li> <li>Defer payment to submission stage</li> </ul>
	cancel send to applicant ()

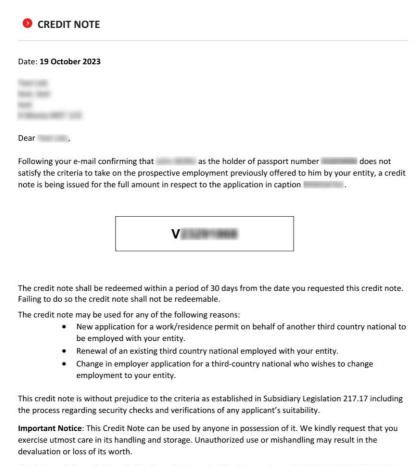
Figure 13 - Payment options

When using credit note, the employer must type the credit note number sent to him by email and click on **Apply Credit Note** button.



🕀 credit note
Enter the Credit Note number that can be found in the Credit Note letter that was sent to you via email (see <u>here</u> ).
Important: Once you apply the Credit Note and confirm the transaction, the Credit Note will be considered redeemed and cannot be used for another application, unless the application is Withdrawn before payment.
Credit Note No.
apply credit note

Figure 14 - Using the credit note as payment method



Should you wish any further clarifications please contact the Agency via email <u>yplateoperators@gov.mt</u>.



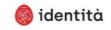


Figure 15 - Email sent with the credit note number information



When using a card, the employer must click on **Proceed to Payment** button, complete the card payment details, and click on the **Continue** button (see Figure 16)

-	itting this application is without prejudice to:	
The applicant is still abro		
	oval required by the Maltese Health Authorities as per the tices issued from time to time.	
<ul> <li>Any visa requirement no facilitation for the</li> </ul>	its, especially when the applicant resides in a third country with issuance of a visa	
<ul> <li>Any travel restrictions</li> </ul>	is imposed by the country of origin, the European Commission	
	ry through which transit is needed. n Principle letter, the duration of which would be specified in the	
same letter, and which	ch is non-extendable and not eligible for any credit or refund. s per the terms laid out in the Approval in Principle letter would	
The applicant is legally in	n Malta:	
status in Malta. Shou	of whom this application is being submitted must hold legal uld it be confirmed, during the validation process, that the old a legal status, identita will refuse the application and no	
application outcome credit or refund. Failu	n Principle, the duration of which would be specified in the letter, and which is non-extendable and not eligible for any ure to proceed as per the terms laid out in the Approval in	
Principie letter would	d nullify the effects of the same letter.	
Card Type	I nullify the effects of the same letter.	
	d nullify the effects of the same letter.	•
Card Type	d nullify the effects of the same letter.	•
Card Type Select Card Type	d nullify the effects of the same letter.	•
Card Type Select Card Type	d nullify the effects of the same letter.	•
Card Type Select Card Type Card Number	I nullify the effects of the same letter.	• 
Card Type Select Card Type Card Number Expiry Date		• •
Card Type Select Card Type Card Number Expiry Date Select Month		• 
Card Type Select Card Type Card Number Expiry Date Select Month		• •
Card Type Select Card Type Card Number Expiry Date Select Month Cardholder's Name		·

Figure 16 - Card Payment Detail

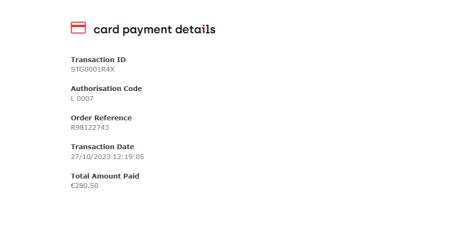


Figure 17 - Card Payment Transaction Confirmation Detail

Once payment is completed, click **Send to Applicant** button, add a comment if required and click Send to Applicant.



An invitation e-mail will	I be sent to the applicant to complete the application. $ imes$
	MS notifications for this application. available. You and the applicant shall however start nce available.
omments	
onments	
omments	
lease keep comment under 250	0 characters long

Figure 18 - Confirmation screen before sending the application.



## Review Application by the Applicant

Once the employer finishes the application, it is sent to the applicant (employee) to review it (see Figure 19). The applicant will receive an email on the email address previously provided by the employer. The email includes a link to her/his application.

Malta Single Permit - Application Notification Unternative State S	③         ←         Reply         All         →         Forward         I***           Fri 27/10/2023         He20
🌍 identità gov.mt	
Maita Single Permit - Application Notification Dear Miseawa Reza.	
Lear Americania mezza, An Application for Single Permit has been initiated on your behalf by VolDrg 1 and is now awaiting your validation.	
What should you do?         1. Failure Visit in to access your application. For security reasons, you will fort be required to confirm your identity.         https://dec.mindec.biolog/Ninix/INSES.OffiniteExactions.VICSEPointExactionSecURSOGEExaCESNo2         Provise and complete your application as required.         Conce complete, click on Solumit to Employer.         Vulcing Juli Him andmity your application to Hendrike (p. Employment Details). If a modification is needed, you can click on Request Correction and provide comments to the employer.         Orac complete, click on Solumit to Employer.         Vulcing Juli Him andmity your application to Mendia.         Tree Assistance?         • France Solution to complete the application, kindy contact the employer as per contact details below.         Employer Contact Details         • France Solution         • France Solution <td< th=""><th></th></td<>	
Regards, Edentization Disclammer This massage and asschmants are intended only for the use of the parson or parsons to whom it is addressed. It may contain information which is privileged and confidential which the meaning of applicable law. If you are not the intended recover block vorty the parket immediately brinthm email and delets the measure from vort asstern.	

Figure 19 – Email sent to the applicant to review her/his application

To access the application, the applicant must provide date of birth together with the travel document number. If the applicant is already in possession of a valid e-ID account, the system will redirect the user to the e-ID login screen.

1. Insert the information required, then click **Confirm** button.

online application non-eu: single permit			
🐣 invitation ve	rification		
Date of Birth	Travel Document No		

Figure 20 - Applicant verification to access the corresponding application

2. Review all the application and update/correct the residence details and upload any missing documents.



Online Application Non-EU: Single Permit	Africanus PIA/ZA - R08122743 Applicant Review In Progress
⊖ Step 1: Applican Personal Details	Step 2: Applicant's Step 3: Readonce beats     Step 3:      Decommits Upload     Step 5:
	Proceeding with and submitting this application is without prejudice to: The applicant is still abroad:
	<ul> <li>Any necessary approval required by the Maltese Health Authorities as per the applicable Legal Notices issued from time to time.</li> </ul>
	<ul> <li>Any vide requirements, especially when the applicant resides in a third country with no facilitation for the examice of a visa, supposed by the country of origin, the European Commission and any other</li> </ul>
	- May them instructions imposed by the cautory of origin, the European Conversion and any other cautory through which traves in terms which, the European Conversion in the same letter, • Walky of Approxima in Principal European Conversion in the same letter, there is also also the Approval in Principal Inter same letter, there is also also the Approval in Principal Interview
	The applicant is legally in Malta:
	<ul> <li>Applicate on babilit of holom this application is baing submitted must hold legal status in Malax. Should it be confirmedy, during the validation process, that the Applicant dees not hold a legal status, tarfield will reduce the seglectation and in elevation will be given.</li> </ul>
	status, addicar mir terus de spisadori ani no ferindo mi de grand. Nadis ef Aproxim in minocipie di adamano di notive sudo le sponfinari en la regolazione natorane terus de la construcción de la construcción de la construcción de la construcción de la per dire terms lad così in the Approval in Principle letter soció nullify the effects of the same letter.
	application context
	Application for Employer VolOrg 1
	Application Context Still Abroad
	Still Abroad Application (Excluding Recruiting/Temping Agents)
	foreign applicant's details
	💪 personal details
	Mallese Registration No
	Last Name
	Pazza Former Surname
	Pirst Home(s) Atricanus
	Current Nationality
	Afghan O
	Afghan O
	Country of Birth Atphanistan
	Place of Birth
	Kabul (Afghanistan)
	Date of Birth         Gender           02/02/2000         [2]         Male         O
	Marital Status
	Single O
	Phone Number
	Mobile Number
	E-Mail Address
	ofritanuspiszta@mail.com
	travel documentation
	Travel Document, Type
	Pasoport
	Trivel Document No
	ZD140727102023 Country of Issue
	Afghanistan O
	Date of Issue         Valid Until           0J/10/2023         [2]
	request correction mext

Figure 21 - Personal Details Screen shown to the applicant

**3**. If there is something wrong, fix it, click on Request Correction button, add a comment, and click on Request Correction.



	please confirm ×
<b>PIA</b> evie	Comments
can tail	mobile number is wrong
	Please keep comment under 4000 characters long
	cancel request correction

Figure 22 – Applicant requested a correction

If everything is correct, make a final review in the Application Summary and click on **Submit to Employer** button.

card payment details
Transaction ID STG0001R4X
Authorisation Code L 0007
Order Reference R98122743
Transaction Date 27/10/2023 12:19:05
Total Amount Paid €280.50
request correction submit to employer <b>(</b> )

Figure 23 - Submit to Employer button shown to the applicant in the Application Summary screen

submit to employer	×
The application has been sent to Employer for submission. If your browser does not automatically redirect you in a few seconds, click Close to continue or proceed by using the menu bar.	
close	

Figure 24 - Confirmation the application has been sent to the employer



## Submission of Application by Employer

An employer can access the applications she/he has sent by logging in to the Single Permit Portal and going to **My Applications** screen.

Declan Guerra	This page shows a list of applications and their corresponding status. The applications belong to companies that you are authorized to access. The list of applications shown in the search o exported by using the Export to Excel button.						
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dashboard	filters Reset Fi	Iters					
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t Company O	Reference R98122743	Employer Name VolOrg 1	T Applicant T Africanus PIAZZA		Job Title     Software Developer	T Submission T	
t Company O				7 Date of Birth		T Submission T	Pending Submission b
Company	R98122743	VolOrg 1	Africanus PIAZZA	7 Date of Birth 02 Feb, 2000	Software Developer	T         Submission         T           26 Oct, 2023         26         26	Pending Submission b Employer Pending Review by
Company	R98122743 R92717527	VolOrg 1 Vol Org 1	Africanus PIAZZA Wayna OVESEN Yuval WANG -	Date of Birth           02 Feb, 2000           02 Feb, 2000	Software Developer		Pending Submission b Employer Pending Review by Applicant Processing by Third
Company	898122743 892717527 893850770	VolOrg 1 Vol Org 1 VolOrg 1	Africanus PIAZZA Wayna OVESEN Yuval WANG - 0601371A Lindiwe MICHALAK -	<ul> <li>Date of Birth</li> <li>02 Feb, 2000</li> <li>02 Feb, 2000</li> <li>02 Feb, 2000</li> </ul>	Software Developer Software Developer Software Developer	26 Oct, 2023	Pending Submission b Employer Pending Review by Applicant Processing by Third Parties Processing by Third
Company	R98122743 R92717527 R93850770 R97665589	VolOrg 1 Vol Org 1 VolOrg 1 VolOrg 1	Africanus PIAZZA Wayna OVESEN Yuval WANG - 0601371A Lindiwe MICHALAK - 0601368A Yuval WANG -	Date of Birth           02 Feb, 2000	Software Developer Software Developer Software Developer Software Developer	26 Oct, 2023 26 Oct, 2023	Pending Submission b Employer Pending Review by Applicant Processing by Third Parties Processing by Third Parties
Company	R98122743 R92717527 R93850770 R9765589 R98423550	Velorg 1 Velorg 1 Velorg 1 Velorg 1 Velorg 1	Africanus PIAZZA Wayna OVESEN Yuval WANG - 0601371A Lindiwe MICHALAK - 0601360A Yuval WANG - 0601369A Aryan YOUNG -	Date of Birth           02 Feb, 2000	Software Developer Software Developer Software Developer Software Developer Software Developer	26 Oct, 2023 26 Oct, 2023	Pending Submission b Employer Pending Review by Applicant Processing by Third Parties Approved
Company	R98122743           R92717527           R93850770           R97665589           R98423550           R91968352	Velorg 1 Velorg 1 Velorg 1 Velorg 1 Velorg 1 Velorg 1	Africanus PIAZZA Wayna OVESEN Yuval WANG - 0601371A Lindiwe MICHALAK - 0601369A Yuval WANG - 0601369A Aryan YOUNG - 0601351A Romeo SHEPHERD -	Date of Birth           02 Feb, 2000	Software Developer Software Developer Software Developer Software Developer Software Developer Software Developer	26 Oct, 2023 26 Oct, 2023 25 Oct, 2023	Pending Submission b Employer Pending Review by Applicant Processing by Third Parties Processing by Third Parties Approved Withdrawn Approval In Principle
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Figure 25 - Single Permit Portal - My Applications screen

1. Click on the **View Application** link related to the corresponding application (Status: Pending Submission by Employer). Applications with this status are complete and can be sent to Identità for processing.

2. When clicking on the View Application link. The corresponding application summary is opened to allow a last verification. Options at this stage are:

- Modify the application using the Modify button, or
- Withdraw the application using the Withdraw button, or
- Submit to Identità using the Submit Application button.



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Figure 26 - Application Summary shown to the employer before submitting the application



# Online Portal - Status Description

Portal Status	Description
Pending Completion by Employer	Application still needs to be finalised by Employer
Pending Review by Applicant	Applicant needs to review, update, and proceed with
	application
Applicant Review in Progress	Applicant is in the process of reviewing, updating the
	application
Pending Submission by Employer	Application has been updated by applicant but needs to be
	submitted to Identità by Employer
Submitted	Application has been submitted to Identità
Withdrawn	Employer has withdrawn application before it was sent and
	accepted by Identità
Rejected	Application has been rejected by Identità
In Progress	Application has been received and is being processed
Processing by Third Parties	Application is being validated by the relevant authorities
Ready for Final Approval	Application is being processed and will be ready soon.
	Applicant will be receiving the Approval in Principle to set
	an appointment for the biometric and picture process
Revoked	Application has been processed by Identità but
	revoked
Approved	Application is approved
Collection letter posted to	Application has been approved and applicant will receive
registered address	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



If you have problems with setting up the above process kindly an e-mail: <a href="mailto:singlepermit.identita@gov.mt">singlepermit.identita@gov.mt</a>