International Student Travel Authorisation Policy

21 ACADEMY

“to offer excellent face to face and online academic courses with the aim of providing students with a learning experience comprising of quality of teaching, learning facilities and a positive education experience.”

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1. Preamble

21 Academy is committed to supporting international students in maintaining compliance with Maltese immigration requirements while safeguarding academic standards and attendance obligations. As part of this commitment, the Institution has established a formal procedure governing requests for travel authorisation by international students holding a valid Temporary Residence Card (TRC).

This policy provides a clear framework regulating the submission, assessment, and issuance of travel authorisation letters for students travelling outside Malta during their period of study. The policy also ensures that students remain aware of their individual responsibilities in relation to immigration compliance, attendance requirements, and travel documentation.

The Institution reserves the right to regulate and monitor such requests in accordance with applicable immigration procedures, academic regulations, and operational requirements.

2. Purpose of the Policy

The purpose of this policy is to:

- Establish a standardised procedure for international students requesting travel authorisation to leave and re-enter Malta during their studies;
- Ensure that travel authorisation letters are issued only to eligible students holding a valid Temporary Residence Card (TRC);
- Define the documentation and timelines required for the submission of travel authorisation requests;
- Clarify the responsibilities of students regarding visas, passports, travel documentation, and compliance with immigration requirements;
- Ensure that students understand the academic implications of travel during lecture periods, including the recording of absences;
- Regulate the processing of urgent and retrospective requests; and
- Protect the Institution's compliance obligations with the relevant Maltese authorities, including Identità.

3. Eligibility

Travel authorisation letters will only be issued to international students who have already been granted a valid Temporary Residence Card (TRC). Students whose residence permit application is still pending are not eligible to request or receive a travel authorisation letter.

4. Student Responsibility

Students remain fully responsible for ensuring that they possess all necessary travel documentation required for their journey, including but not limited to valid passports, visas, transit visas, residence permits, insurance, and any other immigration or entry requirements imposed by the relevant authorities or destination countries. The institution accepts no responsibility for any refusal of entry, travel disruption, or immigration-related issue arising from a student's failure to obtain the appropriate documentation.

5. Submission Requests

Students requesting travel authorisation must complete the official International Student Travel Authorisation Request Form and submit all required supporting documentation, including a copy of the flight ticket or booking confirmation.

Applications must be submitted at least five (5) working days prior to the intended date of departure from Malta. Public Holidays and Holiday periods are to be considered as non-working days.

6. Urgent Requests

Applications submitted less than five (5) working days before the intended departure date shall be considered urgent requests. Urgent requests will only be processed subject to operational capacity and shall incur an administrative fee of €10 plus VAT.

7. Academic Attendance

Where travel overlaps with scheduled lectures, tutorials, assessments, placements, or other academic activities, students must provide documented justification for the travel request.

Students acknowledge that any approved travel authorisation does not exempt them from attendance obligations. Any missed academic sessions will be recorded as absences and may negatively affect the student's overall attendance record. Responsibility for any academic consequences arising from such absences remains solely with the student.

8. Retrospective Requests

No travel authorisation letters shall be issued retrospectively. Students who request a travel authorisation letter after having already departed Malta will not be issued with any authorisation documentation and may be reported to Identità for non-compliance with the applicable procedures.

9. Institutional Discretion

21 Academy reserves the right to refuse any request for travel authorisation where insufficient documentation has been provided, where the request does not comply with this policy, or where there are concerns relating to immigration, attendance, or academic compliance.

+356 2099 5486
info@advisory21.com.mt
21 Business Centre
20, Triq in-Nutar Debono
Naxxar NXR 2525, Malta
www.21academy.education

21 ACADEMY

@workmatters4u

@21AcademyMalta

@21Malta