

Policy Governing Requests for Student Enrolment Letters for Employment Purposes





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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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Content

3	Preamble
	Purpose of the Policy
4	Scope
	Regulatory Context
	Principles
5	Issuance of Employment Documentation
	Student Responsibilities
6	Attendance and Academic Cosequences
	Data Privacy
7	Appendix 1

1. Preamble

21 Academy is committed to supporting international students in achieving their academic objectives whilst maintaining full compliance with the legal and regulatory framework governing residence, study and employment in Malta. The Academy recognises that, subject to applicable conditions, certain international students may seek employment opportunities during their period of study to support their living arrangements and professional development.

At the same time, 21 Academy affirms that the primary purpose of a student's residence in Malta remains participation in their approved programme of study and successful academic progression. Employment activities must therefore remain ancillary to study and must not interfere with attendance requirements, engagement with learning activities, academic performance or compliance with immigration obligations.

This Policy establishes the conditions and administrative procedures under which 21 Academy may issue enrolment or acceptance documentation requested by students for employment-related purposes. It also clarifies the respective responsibilities of students, employers and the Academy, promotes transparency in administrative processes, and reinforces the expectation that all employment arrangements are conducted in accordance with applicable requirements issued by the competent Maltese authorities.

By requesting documentation under this Policy, students acknowledge their obligation to ensure continued compliance with academic, attendance, immigration and employment requirements throughout the duration of their studies at 21 Academy.

2. Purpose of the Policy

This Policy establishes the conditions under which 21 Academy may issue documentation requested by international students for employment-related purposes while studying in Malta. The Policy is intended to support compliance with Maltese immigration, employment and student visa requirements whilst safeguarding students' academic progression.

3. Scope

This Policy applies to all Third-Country National (TCN) students enrolled in programmes delivered by 21 Academy who request documentation confirming enrolment for the purpose of applying for employment authorisation or employment registration processes with Jobsplus.

4. Regulatory Context

Students remain responsible for ensuring that they understand and comply with all applicable requirements issued by Identità, Jobsplus and any other competent Maltese authority. Employment permissions available to students may be amended by the relevant authorities from time to time.

Where applicable under current regulations, students may only engage in employment subject to the conditions imposed by Jobsplus and any conditions attached to their visa or residence status.

5. Principles

- a. The primary purpose of the student's presence in Malta remains study and academic progression.
- b. Employment must not alter the purpose of residence granted to the student.
- c. Work schedules, shifts or employer requirements shall not interfere with lectures, assessments, placement requirements, academic meetings or any other academic obligations.
- d. Academic commitments shall always take precedence over employment commitments.

6. Issuance of Enrolment Documentation

Students may request an official Acceptance / Enrolment Letter for employment-related purposes. 21 Academy may issue such documentation only where ALL of the following conditions are satisfied:

- a. the student submits a copy of the valid TCN residence document or other applicable immigration documentation requested by the Academy;
- b. the student maintains an attendance rate of more than 80% at the date of request;
- c. the student submits the official request form appended to this Policy by email; and
- d. the request is received at least five (5) working days before the date on which the student expects the documentation to be issued.

21 Academy reserves the right to request further documentation where necessary to verify eligibility.

7. Student Responsibilities

- a. Students are solely responsible for ensuring that employment is properly registered with Jobsplus and that all applications, declarations and supporting documentation submitted to the competent authorities are accurate, complete and lawful.
- b. 21 Academy shall not be held responsible for any non-compliance, irregularities, omissions, administrative errors, inaccurate declarations, unauthorised employment arrangements, registration failures, or submission of incorrect documentation by either the student or the employer.
- c. The issuance of an enrolment letter by 21 Academy does not constitute approval, endorsement or confirmation of eligibility to work.

8. Attendance and Academic Consequences

Absences resulting from employment commitments, changes in work schedules, overtime requests, employer operational requirements, transport issues linked to employment or similar employment-related circumstances shall not automatically constitute justified absences. Attendance obligations remain fully applicable.

Where required by applicable regulations or reporting obligations, 21 Academy may notify the competent authorities, including Identità, of attendance issues or non-compliance.

9. Data Privacy

Information collected through the request form shall be processed for administrative, regulatory and compliance purposes connected to the student's request and related reporting obligations.

Appendix 1

Application Form - Request for Acceptance/Enrolment Letter for Employment Purposes

Student Number: 21AC-_____

Student Name and Surname: _____

Maltese Identification Number (ending in A): _____(A)

Current Address in Malta: _____

Email Address: _____

Mobile Number (preferably Maltese): _____

Expected Date of Collection (allow 5 working days): _____

Student Declaration

I confirm that the information submitted in this request is complete and accurate. I understand that requesting and obtaining an Acceptance / Enrolment Letter from 21 Academy does not guarantee authorisation to work.

I acknowledge that employment commitments must not take precedence over academic commitments and that my studies remain the principal purpose of my stay in Malta.

I further understand and accept that absences arising from employment necessities remain absences without academic justification and may lead to reporting obligations being fulfilled by 21 Academy with the competent authorities, including Identità, where applicable.

Student Signature: _____

Date: _____



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