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TCN Grace Period Toolkit

Your Step-by-Step Guide

This toolkit is for Third-Country Nationals (TCNs) living and working in Malta on a Single Permit who have lost their job and are within the grace period. It gives you clear, practical steps to protect your legal status, understand your rights, and move forward with confidence.

Know Your Rights
Understand what the law says about your permit during the grace period.

Protect Your Permit
Understand the steps and deadlines that affect your residence and work authorisation.

Find Your Next Role
Work with vetted employers through a safe, transparent process.

Konnekt has helped hundreds of TCNs navigate the permit process in Malta. Every employer we work with is vetted and compliant.
We never charge candidates a fee.

SECTION 1: THE 60-DAY GRACE PERIOD EXPLAINED

If your employment ends in Malta, you do not have to leave the country immediately. Since 1 August 2025, Maltese law gives TCNs on a Single Permit a statutory grace period of 30 days after termination, with a possible additional 30 days subject to proof of financial self-sufficiency, to find a new employer without losing the right to remain.

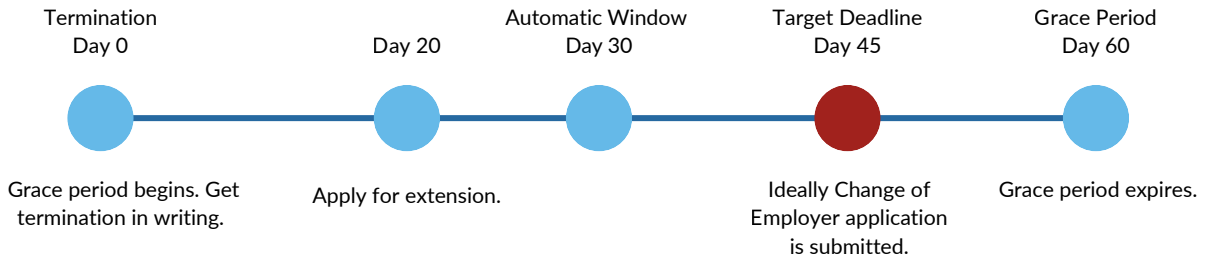
IMPORTANT: This rule applies to TCNs only. Maltese and EU nationals who lose their job face no equivalent restriction - their right to remain in Malta is never affected by employment status. As a TCN, your residency is directly tied to your Single Permit, which is tied to your employer. Understanding this distinction is essential.

How the 30+30 Structure Works		
30 days *Automatic upon termination*	**+30 days** *With proof of financial self-sufficiency*	**Total: 60 days** *To find a new employer*

Stage 1 - Automatic 30 days: Begins automatically from your official termination date. No application is required to activate this stage. Your former employer needs to submit a termination form on Jobsplus and withdraw the application through the Single Permit portal (Identità). You may remain in Malta legally but cannot take up new employment until an interim receipt expressly grants Temporary Authorisation to Work for the new employer.

Stage 2 - Extension to 60 days: To extend beyond 30 days you must provide proof of financial self-sufficiency - typically recent bank statements showing you can support yourself without accessing public funds. This extension is not automatic and must be applied for before the first 30 days expire.

GRACE PERIOD TIMELINE



Source: *Malta Labour Migration Policy (2025)*

WHAT YOU CAN AND CANNOT DO DURING YOUR GRACE PERIOD

YOU CAN	YOU CANNOT
Remain legally in Malta	Take up paid employment without a new permit
Search for a new employer	Work on an expired Interim Receipt
Attend interviews and meetings	Travel outside the Schengen Area freely*
Apply for the grace period extension	Access public social funds
Initiate a Change of Employer application	Ignore the clock - it runs from termination day

* *Consult Identità before travelling internationally during the grace period. Your existing eResidence card may not support re-entry once your employment basis has changed.*

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SECTION 2: WHAT TO DO IMMEDIATELY AFTER LOSING YOUR JOB

The grace period clock starts the moment your employment ends. These are the actions that matter most in the first seven days.

1	**Get your termination in writing - today** Request a formal termination letter from your employer before you leave the workplace. This document proves your official termination date, which is when your grace period begins. Do not leave without it.
2	**Confirm Jobsplus has been notified** Your employer is legally required to submit a termination form to Jobsplus promptly. You have to request a copy of it, and this document would need to be uploaded to the Change of Employer online application.
3	**Secure copies of all your documents** Gather and store securely: your eResidence card, employment contract, payslips (last 3 months), termination letter, and any written communication with your employer.
4	**Assess your financial position** If you think you may need the full 60 days, begin preparing your bank statements now. The Stage 2 extension requires proof of financial self-sufficiency. Do not wait until Day 28 to think about this.
5	**Begin your job search immediately** The new employer must run a job advert before they can submit your Change of Employer application - this takes a minimum of 3 weeks on its own. Start your job search on Day 1.
6	**Contact Identità if your Interim Receipt is expiring soon** If you are between the biometrics appointment and receiving your eResidence card, and your Interim Receipt is close to expiry, email spextensions.identita@gov.mt with a copy of your receipt immediately.
7	**Speak to a recruiter who understands the permit process** Working with a consultant who knows the timeline - including what documentation your new employer will need - can save you days. Every day saved is a day of buffer in your grace period.

Official permit rules and employer obligations:
identita.gov.mt/expatriates-unit-main-page/noneu-nationals/employment-related-permits/single-permit/

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SECTION 3: CHANGE OF EMPLOYER - HOW IT WORKS

Your Single Permit does not transfer automatically to a new employer. The new employer must submit a complete Change of Employer application (Form C3) through the Identità online portal.

THE PROCESS STEP BY STEP	
1	**New employer runs the job advertisement** The employer advertises the vacancy on Jobsplus and EURES for a minimum of 3 weeks and less than 2 months. This must happen before your Change of Employer application is submitted. *Source: jobsplus.gov.mt/find-candidates/non-eu-nationals-tcns*
2	**Receive a signed written contract** The contract must include your exact job title, guaranteed hours, gross salary in euros, and start date.
3	**Employer initiates the Change of Employer application (Form C3)** Through the Identità Single Permit Online Portal, you should receive a digital validation link to confirm your details within a few days. No link means the application may not have been submitted. Chase it immediately.
4	**Attend your biometrics appointment at Identità** Required for all applications. Pre-book in advance at identita.gov.mt. Bring original documents.
5	**Receive your Interim Receipt** Check whether it states "Temporary Authorisation to Work" (TAW). If it does, you may begin your new role immediately. If it does not, wait for your eResidence card.

COSTS INVOLVED

Item	Amount	Who Typically Pays
Change of Employer application fee	600 EUR	Employer or candidate
Proof of job advertisement	No fixed fee	Employer
Biometrics appointment	Included in permit fee	Employer
Health insurance renewal (min. 100k EUR coverage)	Market rate	Candidate - check your policy dates
IDCU health screening (if required for your sector)	Market rate	Candidate

Source: *https://identita.gov.mt/expatriates-unit-main-page/noneu-nationals/employment-related-permits/single-permit/single-permit-application/*

COMMON MISTAKES THAT DELAY APPROVAL

- Job title in the new contract differs from the designation on the application form
- Employer fails to run the job advertisement before submitting
- Missing or incorrectly formatted documents - especially the Declaration of Suitability (Form ELU FM-038)
- Candidate travels outside Malta before the eResidence card is issued
- Employer does not notify Jobsplus of the previous termination - causing a status gap

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SECTION 4: YOUR DOCUMENTATION CHECKLIST

Use this as a preparation guide, then follow Identità's current Change of Employer checklist for your application. Some documents apply only to particular roles or circumstances; supply any additional documents the authorities request.

IDENTITY DOCUMENTS	
Full passport (every page, min. 8 months validity from application date)	☐
Current eResidence card	☐
Termination letter from previous employer (with official date)	☐
EMPLOYMENT DOCUMENTS	
Signed employment contract with new employer (job title must match application exactly)	☐
Jobsplus Position Description template (completed by new employer)	☐
Declaration of Suitability - Form ELU FM-038 (signed by new employer)	☐
Europass CV signed by you	☐
Reference letters or proof of 3+ years experience (if no formal qualifications)	☐
ACCOMMODATION DOCUMENTS	
Registered lease agreement (signed by landlord and tenant). *For hotel or qualifying free accommodation: the appropriate declaration. Follow the official checklist for your arrangement.*	☐
Housing Authority Approval Letter (property registered under Cap. 604)	☐
Lease Agreement Attestation Form (stamped by Maltese lawyer or notary)	☐
Declaration by Landlord form	☐
HEALTH DOCUMENTS	
Health-screening approval where required for your change of employer or role. Check the current HPDP requirements for any tests, vaccinations and validity periods. Use the online screening process and present the final clearance where required.	☐
OTHER	
MQRIC qualification recognition (if relying on foreign academic credentials)	☐

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Full official document checklist:
identita.gov.mt/expatriates-unit-main-page/noneu-nationals/employment-related-permits/single-permit/documents-required/

If your employer cannot help you gather or explain any of these documents, treat that as a warning sign. A legitimate employer will be familiar with every item on this list.

SECTION 5: RED FLAGS - HOW TO SPOT A BAD EMPLOYER

Red Flag / Situation	Detailed Explanation & Legal Source
You are asked to pay any fee to the employer or agency	Maltese law explicitly prohibits licensed employers and agencies from charging recruitment fees to candidates. Any charge framed as a "placement fee", "visa processing fee", or "security deposit" is illegal.
The employer cannot be found on the Malta Business Registry	Verify companies through the Malta Business Registry. Sole traders, individual employers and other legal forms may use different registrations. If no match is found, request the employer's legal identity and appropriate evidence before proceeding.
The salary is vague, stated in cash	Since the 2025 Labour Migration Policy, all TCN wages must be paid via verifiable bank transfer. Any employer proposing cash payment is already non-compliant with Maltese law. Vague salary terms are a precursor to underpayment.
The accommodation has no appropriate documentation	Verify the documents required for the actual arrangement: a registered lease for rented accommodation, or the applicable hotel/free-accommodation declaration.
The agency cannot provide a licence number when asked	Since April 2024, Temporary Work Agencies in Malta must be licensed under Legal Notice 270 of 2023. An agency that cannot provide a licence number is operating outside the law and has no accountability to you.

Being desperate is never a reason to accept a role with a bad employer. For TCNs, a fraudulent contract or a non-compliant employer does not just mean a bad job - it can mean an invalid permit, loss of legal status, and a re-entry ban.

Report violations: dier.gov.mt
Migrant worker support: aditus.org.mt

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WHY USE KONNEKT

As a TCN it is not just about finding the right role - it is about finding the right employer, at the right time, through a process that protects your permit and your rights. That is what Konnekt does.

Zero fees to candidates

We never charge you to find a job.

Vetted, compliant employers

Every employer we work with is registered and licensed.

Permit process support

Our consultants understand the process inside out and can guide you through exactly what your new employer needs to do.

Speed when it matters

We know the grace period clock is running. We work quickly to match you with roles where the process can move fast.

READY TO FIND YOUR NEXT ROLE IN MALTA?

Browse current vacancies and register your CV at *konnekt.com*. Our consultants will match you with compliant, vetted employers and support you through every step.

Explore jobs: *konnekt.com/jobs*
Send your CV: *konnekt.com/register*

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SOURCES

- Malta Labour Migration Policy (2025): https://jobsplus.gov.mt/media/0c3ppzjb/malta-labour-migration-policy-implementation-doc-jul-2025.pdf
- Identità - Single Permit: https://identita.gov.mt/expatriates-unit-main-page/noneu-nationals/employment-related-permits/single-permit/
- Identità - Documents Required: https://identita.gov.mt/expatriates-unit-main-page/noneu-nationals/employment-related-permits/single-permit/documents-required/
- Jobsplus - TCN Employment: https://jobsplus.gov.mt/find-candidates/non-eu-nationals-tcns
- DIER - TWA Licensing: https://dier.gov.mt/wp-content/uploads/2026/01/Good-practice-fiche-Temporary-Work-Agencies-TWAs.pdf
- DIER - Working Conditions: https://dier.gov.mt/en/faqs/transparent-and-predictable-working-conditions-regulations-of-2022/
- National Audit Office Report: https://nao.gov.mt/wp-content/uploads/2024/02/JobsPlusJan2024.pdf
- Malta Business Registry: https://mbr.mt
- Aditus Foundation: https://aditus.org.mt
- Single Permit Regulations (S.L. 217.17): https://legislation.mt/eli/sl/217.17/eng/pdf

This toolkit is for informational purposes only and does not constitute legal advice. For individual legal guidance, consult a licensed Maltese legal professional.