Form A *for those who were already Registered at MCAST before*
– see explanation presented mid-page –

**[this route is NOT to be used by those who should be applying
using an internal application Form B, C or D]**

Applying online – a quick guide

*Screenshots in this guide, may not necessarily be identical in content
to what you will be viewing on your screen at the respective stage of the process*

Application window – Monday 16ᵗʰ August till Monday 20ᵗʰ September 2021

In addition to this Guide, you may wish to view a short visual walk-through, which can also be found on the MCAST Website – *How to Apply Online* section. There are two versions for this video walk-through…. One for *under* 18 –year olds and another for *over* 18-year olds.

This *form A (specific route)* guide, is *ONLY* to be used if you …:

a) already have an MCAST Email address and you now want to apply for a totally different course from the one you have been doing lately
b) already have an MCAST Email address but have not been active at MCAST through all of the past academic year (these include instances of students who had resigned OR had their record closed because of high absenteeism OR successfully completed a course <u>before</u> June 2020).

<u>IMPortant Note:</u> In the case of *(b)* above, if an applicant is still showing as registered on the CMIS during academic year 2020/21, this record needs to be closed off before one tries to apply with a Form A…. please get in touch with mcast7888@mcast.edu.mt, providing a clear explanation of why you will be communicating, as well as giving your full name and surname, ID Number and the course title you have been registered on.

Start off by entering the following URL – **https://mcast.classter.com**

The above link, is what you need to use in order to submit your online application – during the specified time window.

The best mode of submitting an online application is through using Chrome, Firefox, Safari, or similar on a Desktop PC or Laptop. Avoid taking the process through a mobile phone.

Sign up to your MCAST CMIS account

By clicking on the URL above, you will gain access to your Account Profile on MCAST CMIS Portal. Use your credentials, which you have been using in the past for your CMIS (Classter) account.

If you have forgotten your credentials for the CMIS account and / or MCAST email address, please get in touch via email with mcast7888@mcast.edu.mt. Give your full details including your ID Number and if you remember your MCAST email address, also write it down in your email. Be clear in your request that you wish to have a Password Reset since you have forgotten that

The following is a sequence of screen shots which will lead to your submitting an online application view of Admissions 2021.

MCAST

Welcome to the MCAST Student
Management Information System -
Merhba!

👤 classter.test2.g51656@mcast.edu.mt

Next

Ελληνικά |English (UK) |English (US) |Deutsch |Français |Español
|Lietuvių |العربية – مصر| Български

Microsoft

classter.test2.g51656@mcast.edu.mt

Permissions requested

Classter
classter.com

This application is not published by Microsoft or your organisation.

This app would like to:

∨ Sign you in and read your profile

Accepting these permissions means that you allow this app to use your data as specified in their Terms of Service and Privacy Statement. You can change these permissions at https://myapps.microsoft.com. Show details

Does this app look suspicious? Report it here

Cancel   Accept


Terms and Conditions of Use

USING Classter

Upon registration, browsing, accessing, or using any portion of the website and the portal, including accessing any class or academic institute material, or other electronic services of classter.com and website you acknowledge that you have read, understood and agree to be legally bounded by the Terms of Use and conditions described below and govern your use of classter.com website, portal, apps, and other products and services whether or not you are a registered user. Please read the following Terms, the

🏠 **Consents**

I declare that all information is correct. I fully understand that incorrect data may disqualify this application.

☐ **I accept the terms and conditions**

Decline   Accept
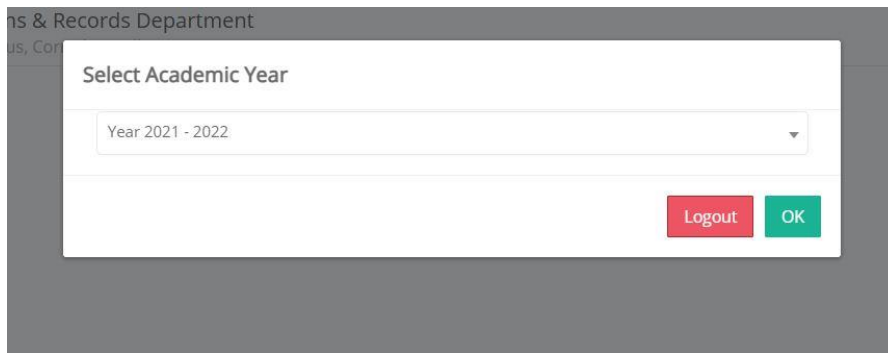
Always ensure that you are in Year 2021/22 – click on the OK green button … leading to the Personal Data screen in the Admissions and Records Department.

Starting an Application for a different MCAST Programme of Studies

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PERSONAL DATA

This will involve two main stages, as shown in the Instructions Screen…. Start off by clicking on the **Personal Data** Blue Button.

Always ensure that you are in year <u>2021 – 2022</u>. Please also check that you have the correct personal data on the screen. If you hold a Maltese ID, there is no concern about the Passport Number and the expiry date.

MCAST

IMPortant Note: Always ensure that you click on 'Save and Next' or 'Save and Submit' button, whenever you are moving from one screen to the next

If on the date of application, **you are _not yet_ 18 years of age**, the following screen will show up in a way that you will fill in the important information being asked for. In the case of a Legal Guardian, please click on _Other_ in the drop down menu, and the term "Legal Guardian" will feature as shown in screenshot hereunder.

UPLOADS

This screen in your application, will allow you to present as Uploads, clear scans of all documents (such as Certificates, result slips, etc) which you possess, and which will be necessary for your application to the selected course to be successfully processed. Missing Uploads will stop the processing of the application submitted online.

IMPortant Note: There may be instances where a letter explaining the nature of your application will be needed (as an Upload on this screen). This is particularly the case where you are applying to continue a course you were registered on up to June 2020, and which you now you want to resume. Any end of year annual MCAST results would also be needed here – if you have been an MCAST student and are applying again to continue with the course (and year) you were registered on upto June 2020 or upto when you resigned or had your record closed due to high absenteeism.

**Please read carefully the text** which shows up on your screen (reproduced hereunder) to have a clear idea of what you need to do in this part of your online application. In a **F**requently **A**sked **Q**uestions Document [found on MCAST website – How to Apply Online] you may find replies to other queries you may have.

MCAST

← Previous   **Save and Next →**

1 Personal Data

2 Upload Qualifications

3 Consents

4 Application Management

1. Your application will be checked for eligibility, only based on the uploads of Certificate / Result scans. So please check the MCAST Prospectus in order to ensure that you present clear evidence of all scans of Certificates which you are in possession of.

2. Incomplete scans (such as with missing full name and surname as well as ID Number cannot be processed.)

3. Proper Scans of Certificates / Result slips / Transcripts / official documents will clearly be preferred over photos which you may choose to upload. If you decide to upload photos, please ensure that this is clear and perfectly legible in all its text

4. Only clear and legible documents will be considered for checking eligibility. Unclear or clipped documents will not be processed. Missing documents cannot be considered in view of processing application for eligibility.

5. Kindly upload the Scans of Documents in their respective Section

Please note that the total size of all files should be less than 20 MB

Expand All | Collapse All

Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

The following screen shots show the next steps you can take, in this "UPLOADS" screen (of your online application).

It is **important** that you upload your scans, according to the sections which are clearly showing on this screen.

Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

TEST	ALEVEL_TEST.txt (4 B)	🗑 🔍
TEST	ILEVEL_TEST.txt (4 B)	🗑 🔍
TEST	OLEVEL_TEST.txt (4 B)	🗑 🔍

📄 3 files selected   🗑 Remove   📁 Browse ...

Open ✕

This PC › Desktop › Certificates ⌄   ↻   Search Certificates

Organize ▾   New folder

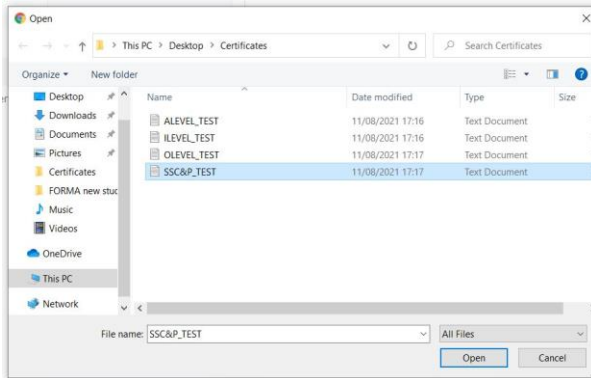| Name	Date modified	Type	Size
🖥 Desktop			
⬇ Downloads			
📄 Documents	ALEVEL_TEST	11/08/2021 17:16	Text Document	1
🖼 Pictures	ILEVEL_TEST	11/08/2021 17:16	Text Document	1
📁 Certificates	OLEVEL_TEST	11/08/2021 17:17	Text Document	1
📁 FORMA new stud	SSC&P_TEST	11/08/2021 17:17	Text Document	1
🎵 Music			
🎬 Videos			
☁ OneDrive			
💻 This PC			
🌐 Network			

File name: SSC&P_TEST ⌄   All Files ⌄

Open   **Cancel**

(partial behind dialog: ...pload your SSCP front page as well as clear scans of the complete middle pages ...ensure that the extreme sides of the pages are not clipped out in your scan). ⌄)

🗑 Remove   📁 Browse ...

📁 Browse ...

...n the digital BlockCert version you received

SSCP / School Leaving Certificate. It is important that here you upload your SSCP front page as well as clear scans of the complete middle pages showing all the subjects and their MQF level obtained (so please ensure that the extreme sides of the pages are not clipped out in your scan). ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

| TEST | SSC_P_TEST.txt (4 B) | 🗑 🔍 |

📄 SSC_P_TEST.txt   🗑 Remove   📁 Browse ...

OR if you do not have a hardcopy of your SSCP, please paste here the link from the digital BlockCert version you received

---

SSCP / School Leaving Certificate. It is important that here you upload your SSCP front page as well as clear scans of the complete middle pages showing all the subjects and their MQF level obtained (so please ensure that the extreme sides of the pages are not clipped out in your scan). ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

OR if you do not have a hardcopy of your SSCP, please paste here the link from the digital BlockCert version you received

http://blockcert.com/mycerttest

MCAST

MCAST certificates / MCAST Transcript or MCAST Results slips already achieved (if you are applying to return to studies or else changing a course of studies) ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

Other Documents / Certificates / Results: this section may include, ECDL certificates, ALP, Gem 16, Youth.inc, Prince's Trust, Qualifications from other Awarding Bodies which are not MATSEC or MCAST, etc. ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

For International Applicants with Non-Maltese Certificates: MQRIC Recognition Document together with scans of the Foreign Certificates which have been accredited by MQRIC ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

Applicants submitting an application under the Maturity Clause: kindly upload scans of your most recent Europass CV, JobsPlus Employment History, Motivation Letter, any Reference Letters (such as from current or previous employers) etc. ⌄

Attach scanned copies in one pdf or max 10 files (max size 2MB per file)

+ Add Files

← Previous   Save and Next →

Always remember to click on "**Save and Next**" green button

CONSENTS

This screen is to be filled in by <u>all</u> applicants… please read the text and fill in the information as required, as well as answer Yes or No accordingly.

- Year 2021 - 2022
Personal Data / - Year 2021 - 2022

🕐 Year 2021 - 2022 Classter Test1 ▾

← Previous   Save and Next →

1 Personal Data

2 Upload Qualifications

3 Consents

4 Application Management

Please confirm the below consents.   ✕

Expand All   Collapse All

Parent / Legal Guardian (if applicable as per clause 6) from whom legal consents can be requested ⌄

Isem u Kunjom/ Name and Surname
Up to 50 characters

Nru. Ta' Kuntatt/Contact No.
Up to 50 characters

Nru. tal-Karta tal-Identita'/ID Card Number
Up to 50 characters

The information provided is true and can be used by MCAST
--Please Select--

MCAST

Next of Kin (to be contacted in case of emergency) ⌄

*Isem u Kunjom/ Name and Surname

> Name

*Nru. Ta' Kuntatt/Contact No.

> Surname

*Nru. tal-Karta tal-Identita'/ID Card Number

> 1234576M

*The information provided is true and can be used by MCAST

> IVA / YES

Do you give consent to MCAST to obtain and verify your SEC/MATSEC and SSC&P results the University of Malta (and MATSEC board) to give such information about your MATSEC results, and MEDE (and CLLE) to give the required information about the SSC&P results, so that your application can be processed? (Maltese residents only). In the event that this consent is not given, you will be asked to present the original certificates in person, so that these can be verified with the scanned copies uploaded by you into our system. ⌄

Tagħti l-kunsens lill-MCAST sabiex jikseb u jivverifika r-riżultati tas-SEC/MATSEC u l-SSC&P, lill-Universita' ta' Malta (u l-Bord tal MATSEC) sabiex igħaddu l-informazzjoni dwar ir-riżultati tiegħek tal-MATSEC, u l-MEDE (u CLLE) sabiex igħaddu l-informazzjoni dwar ir-riżultati tal-SSC&P, sabiex l-applikazzjoni tiegħek tkun tista' tiġi pproċessata? (Għal dawk li huma residenti f'Malta). Jekk dan il-kunsens ma' jinagħtax, inti tintalab tiġi l-MCAST u tippreżenta iċ-ċertifikati oriġinali sabiex dawn ikunu jistgħu jitqabblu mal-kopji li tkun tellajt onlajn.

> --Please Select--

---

3. Do you suffer from any psychological condition you would like us to be aware of? ⌄

*Tbati minn xi kundizzjoni psikoloġika li tixtieq tinfurmana dwarha?

> --Please Select--

---

4. Do you request access arrangements/support due to any of the above? ⌄

*Qiegħed titlob arranġamenti partikolari/appoġġ minħabba dak li ġie iddikjarat hawn fuq?

> --Please Select--

---

5. Do you suffer from any medical condition? ⌄

*Tbati minn xi kundizzjoni medika?

> --Please Select--

COMMUNICATION AND MEDIA ⌄

6. Do you give consent to MCAST to communicate with your parents / guardians and to answer queries they might have about your stay and studies at MCAST? This consent is only applicable to persons over the age of 18, since parents / guardians of persons under the age of 18, already have these rights. ⌄

*Tagħti l-kunsens lill-MCAST sabiex jikkomunika mal-ġenitur/i jew kustodju/I, filwaqt li jwiegeb għal mistoqsijiet li jista jkollhom dwar il-preżenza u studji tiegħek fil-Kulleġġ? Dan il-kunsens huwa applikabbli biss għal min għandu aktar minn 18 –il sena. Ġenituri / Kustodji ta' dawk li għandhom inqas minn 18 –il sena, deġa għandhom dan id-dritt mogħti mil-Liġi.

> --Please Select--

---

7. Do you give consent to MCAST to take photos / videos of you for use in publications that may be published in various print and / or digital formats (including, amongst others, social media and website) ? ⌄

*Tagħti l-kunsens lill-MCAST sabiex jiġbed ritratti / vidjos tiegħek li jistgħu jintużaw f'pubblikazzjonijiet varji fil-forma stampata u / jew diġitali (li fost l-oħrajn jinkludu siti elettroniċi u midja soċjali) ?

> --Please Select--

8. I accept that the information provided on the application form can be shared with other entities/departments authorised under the respective legislation to do so. ⌄

*Naċċetta li t-tagħrif provdut fl-applikazzjoni, jista' jingħata lill-entitajiet/dipartimenti awtorizzati permezz tal-leġiżlazzjoni rispettiva

--Please Select--

9. I declare that I am aware of my rights and conditions thereof, regarding the processing of my personal data as laid out in MCAST's Students' Privacy Policy (https://www.mcast.edu.mt/data-protection-documents/) ⌄

*Niddikjara li fil-ħin li qed niffirma din il formola, jiena naf id-drittijiet tiegħi u l-kundizzjonijiet relatati mal-ipproċessar tad-data personali kif stabbilit mid-dokument tal-MCAST - Students' Privacy Policy (https://www.mcast.edu.mt/data-protection-documents/)

--Please Select--

10. I am aware and accept the general conditions regarding the above mentioned clauses. ⌄

*Naf u qiegħed naċċetta l-kundizzjonijiet ġenerali dwar il-klawsoli hawn fuq imsemmija

--Please Select--

← Previous   Save and Next →

APPLICATION MANAGEMENT

You are now ready to choose the Full Time Course you would like to be considered for through your online application.

Here it is very important that you have a very clear idea of what the **MCAST Full Time Prospectus 21/22** is offering… please visit **https://www.mcast.edu.mt/mcast-prospectus-2021-2022/** to attain this information.

You will need to be sure that you have the entry requirements needed by the course you are applying for. You will also need to have the exact course code and course title to be selected – according to your choice.

The following screen shots guide you as to what you need to do here… please follow these closely

- Start off by ensuring that you are always in *year 2021 – 2022*
- From the drop down list, choose the *Intake 21/22 Full Time Prospectus Summer Admissions*

If you will be submitting your online application under the Maturity Clause – please effort to FAQ document on MCAST website – How to Apply Online – you are asked to tick next to "*Apply as a mature candidate*" in the screen shot which follows:

Admissions Application / New Application

Intake
ⓘ Please select one of the available active Intakes that you're applying for.

| 21/22 Full-time Prospectus Summer admissions | ▾ |

Select an application type
ⓘ Please select an application type. Note that some educational programs are available only for specific appliation types.

| FT2021/2022 New Application | ▾ |

☐ Apply as a mature candidate

Next →

IMPortant Note: The example being used for the purpose of this guide,
is a Level 3 Diploma programme in the area of IT….
at the Institute of Information and Communications Technology.

However, you are to choose the Institute and the course which apply to your case.

Admission Application
Admission Application

Year 2021 - 2022 ▾   Classter Test1 ▾

| Application ID: [Not Available] | Intake: 21/22 Full-time Prospectus Summer admissions | Status: Draft | Category: [Not Available] |

Select a Course

Insititute *
| Insititute of Information And Communication Technology | ▾ |

Course - Code *
| IT3-01-21 | Diploma in ICT | ▾ |

Year *
| Year 1 | ▾ |

Next >

Admission Application
Admission Application

Year 2021 - 2022 ▾   Classter Test1 ▾

| Application ID: [Not Available] | Intake: 21/22 Full-time Prospectus Summer admissions | Status: Draft | Category: Normal |

✎ Change   ✔ Save as a Draft   ✔ Save and Submit

| Insititute | Course - Code | Course - Title | Year |
| Institute of Information And Communication Technology | IT3-01-21 | IT3-01-21 | Diploma in ICT | Year 1 |

Application Management
Application Management

Year 2021 - 2022 ▾   Classter Test1 ▾

My Applications
+ Create a new application
☑ See applications from previous Intakes

Normal
21/22 Full-time Prospectus Summer admissions | FT2021/2022 New Application   Submitted

| Information And Communication Technology | IT3-01-21 | IT3-01-21 | Diploma in ICT | Year 1 |
| Insititute | Course - Code | Course - Title | Year |

My Priority: 1   Application ID: 15767   ⊙ View   🖶 Print   ✉ Messages ¹

MCAST

Once you would have successfully submitted your application, you will be receiving an email receipt - similar to the screen shot on the next page.

You may also wish to download a .pdf version of your application (found at the bottom of the email) – in a way that you can keep it separately for any future need.

Acknowledging Receipt of New Online Application Inbox ×

No-reply MCAST no-reply@mcast.edu.mt via eu.mailgun.org
to me

5:36 PM (1 minute ago)

文A Maltese ▾ > English ▾ Translate message

Turn off for: Maltese ×
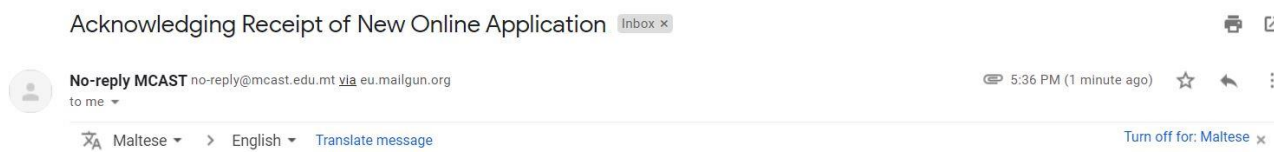
MCAST

Acknowledging Receipt of New Online Application

For the gentle attention of:

għall-attenzjoni ġentili ta':

Classter Test1

On the MCAST CMIS Admissions Portal, an Online Application has been received under your name, as follows:

Fil-Portal CMIS Amissions tal_MCAST, qed tidher applikazzjoni li daħlet online, taħt ismek hekk kif jidher hawn taht:

Course: IT3-01-21 | Diploma in ICT Year 1

Date : 2021-08-11

All applications received online, are processed accordingly across different phases, until a final Acceptance Offer will be issued over the coming weeks. If during the processing stages there will be issues with this online application, the Admissions and Records Department will be in touch with you according to the need – and only if applicable. Should a reply not reach this Department within 72 hours from the time it would have been issued, it will be understood that you are no longer interested in the application you would have submitted online.

We take this opportunity to thank you for choosing MCAST as you first choice.

....

L-applikazzjonijiet kollha li jidħlu online - fil-perjodu mħabbar – jgħaddu mill-proċess li huwa mifrux fuq fażijiet differenti, sakemm Offerta finali tiġi kkomunikata lilek fil-ġimgħat li ġejjin. Sadanittant, jekk ikun hemm xi diffikultajiet fl-applikazzjoni tiegħek u li jistgħu jwaqqfu l-proċess, id-Dipartiment tal- Admissions u Rekords, jagħmel kuntatt miegħek – dejjem jekk ikun hemm il-ħtieġa. F'każijiet bħal dawn, jekk ma nirċevux tweġiba minghandek fiż-żmien 72 siegħa minn meta nikkomunikaw miegħek, nifhmu li ma tkunx għadek interessat fl-applikazzjoni li tkun għamilt online.

Nieħdu l-opportunità sabiex nagħtuk ħajr li għoġbok tagħmel l-MCAST bħala l-ewwel għażla tiegħek.

Issued by the **MCAST Office of the Registrar – Admissions & Records Department [mcast7888@mcast.edu.mt]**

PDF MCAST Application...

We thank you for choosing MCAST to further your studies.
We will all be doing our best to provide you with a positive learning and formative experience.

Should you require any further assistance
in regards to online applications, you may wish to send an email to   **mcast7888@mcast.edu.mt**

Please provide your full details (including your full name and surname, your ID Number and the course you are applying for). Explain the issue you are encountering and wherever possible please provide screenshots to support your explanation / requests. We will reply to your email communication, in due course.

MCAST

OFFICE OF THE REGISTRAR
Admissions and Records Department

MCAST