*Form **B** (Progressing) … 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 19ᵗʰ till Saturday 31ˢᵗ July

This *form B* is *ONLY* to be used if the end-of-programme result you received from your Institute, clearly shows that you have successfully completed all units in the course just completed, and are eligible to progress to the next level of study – as per MCAST prospectus 2021/22 *(progressing form level 1 to level 2 … level 2 to level 3 … level 3 to level 4 … level 4 to level 5/ 6… as your particular case may be)*

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

It is from where you will be able to carry out this simple online application process. 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.

Using the credentials you have been using all through the year in making use of the CMIS, enter your credentials as per usual.
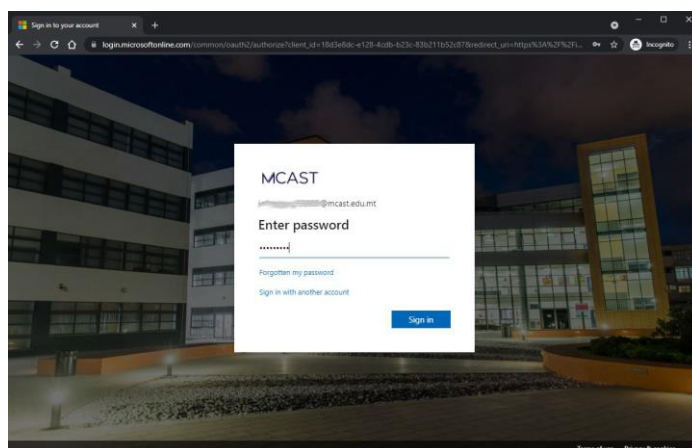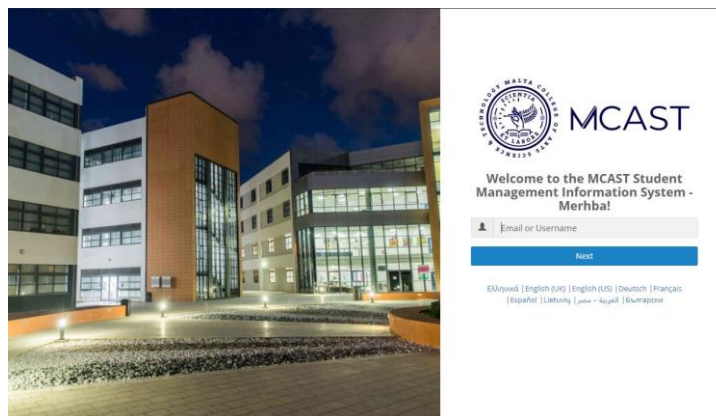

The example being used for the purpose of this guide, is a Level 6 Degree programme in the area of IT….
at the Institute of Information and Communications Technology.

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

Once you are in your CMIS account profile, it is very important that you make sure that you would have chosen ==*Admissions & Records Department*== from the dropdown menu "**Select Institute**" … <u>DO NOT</u> select your Institute here
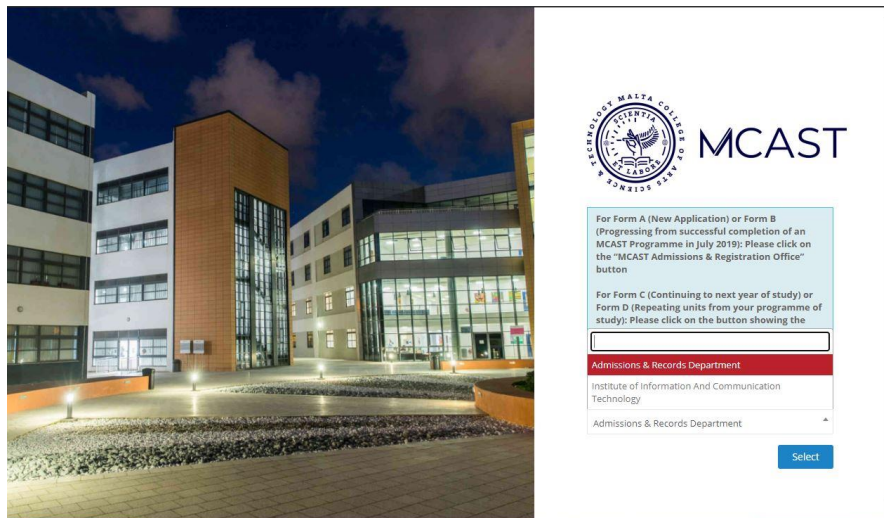
In the *Admissions & Records Department* (at top of your screen), start off by selecting ==*Year 2021 – 2022*== from the Year dropdown at top of screen.
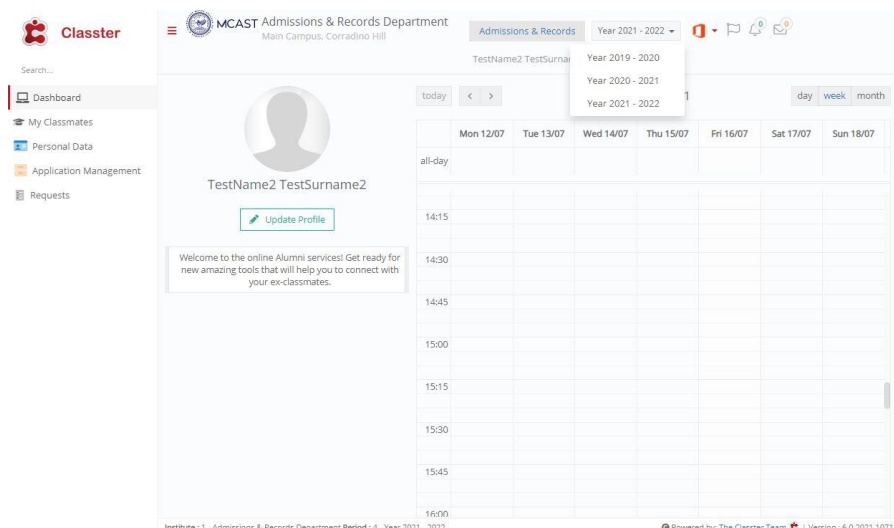
Following the above, you will now be moving on to the Personal Details screen in your account profile on CMIS.
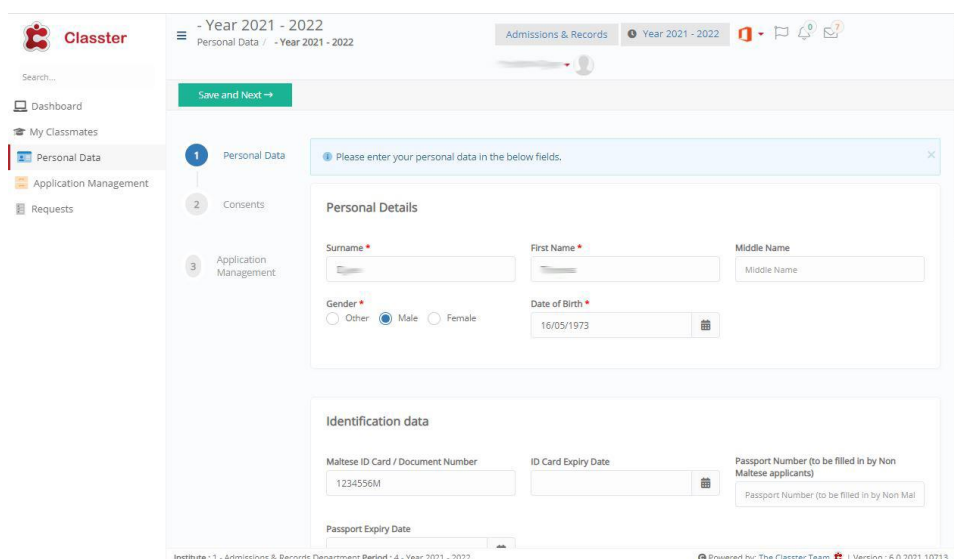
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In the "*Personal Data*" tab, if there is data which you would like us to formally change such as Address, Post Code, Mobile Number etc (and which we can change without any related issues), please send an email to mcast7888@mcast.edu.mt. It is extremely important that you send such an email from your MCAST email address. Be clear in the data you want to be changed, and always sign off your email using your name, surname, ID Number and your course of studies.

When you would have checked the information, please click on the green button at top of screen "*Save and Next*".

Now you will be moving to the "*Consents*" screen. Here again you are kindly asked to check data and if the system allows you to, update it accordingly – you can do this yourself in this screen…. If not, send an email as per above (especially in regards to updating Next of Kin and information related to "In Case of Emergency".

Let us move on to the selection of the course you would like to progress to with your Form B.

At the side of the screen (to your right), select "*Application Management*"

Click on "*Create a new application*"

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In this screen, please start by choosing the _Intake_.
From the drop down menu, click on "***Progressing (Form B) 21 -22***"

On this same screen, please check that at the bottom of the screen, the course showing in the field labelled "*Completed Course*", is the course which you have just successfully completed - according to the results published by the Institute. Once everything is in place, click on the "*Next*" green button.

You will now be able to select the course you want to progress to… as per MCAST prospectus.

From the drop down menu, **select the course** you want to choose as your next step in your voyage at MCAST. The Course code and Title which you select, must be exact to how they are showing in the MCAST Prospectus 21/22 – this can be visited online through www.mcast.edu.mt

Click on the "*Next>*" button so that you will move on to the Admission Application screen
which presents you with what you have chosen as being the course
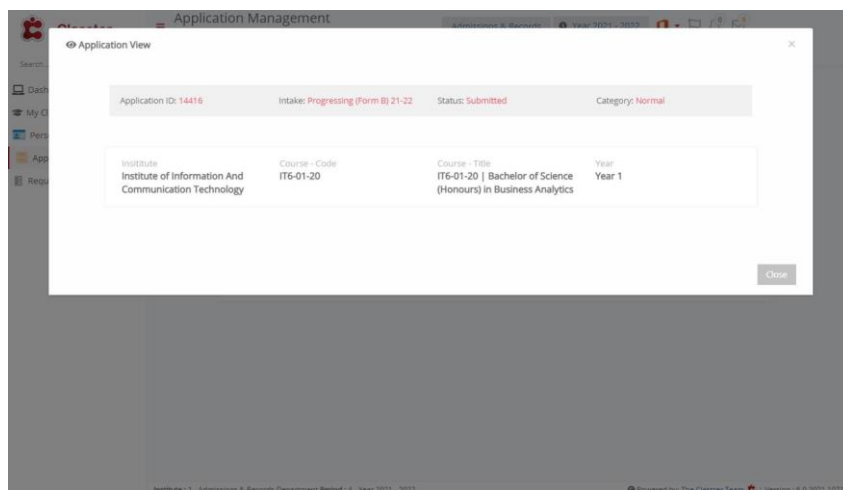you want to take up in your next level of study.

Double check the content and then click on "*Save and Submit*".

You will get the following notification, which you are to click on "*Yes*" if all info in above screen is correct.


Your application will now be submitted. The following is a screenshot which gives you other services, such as a way from where you can print a .pdf version of your application.   There is NO NEED for you to create another new application.

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The following screen shot is taken form a sample email which you will receive in your inbox as a Receipt for the application you would have submitted. Alternatively, this may show in your Messages box on your CMIS account profile.
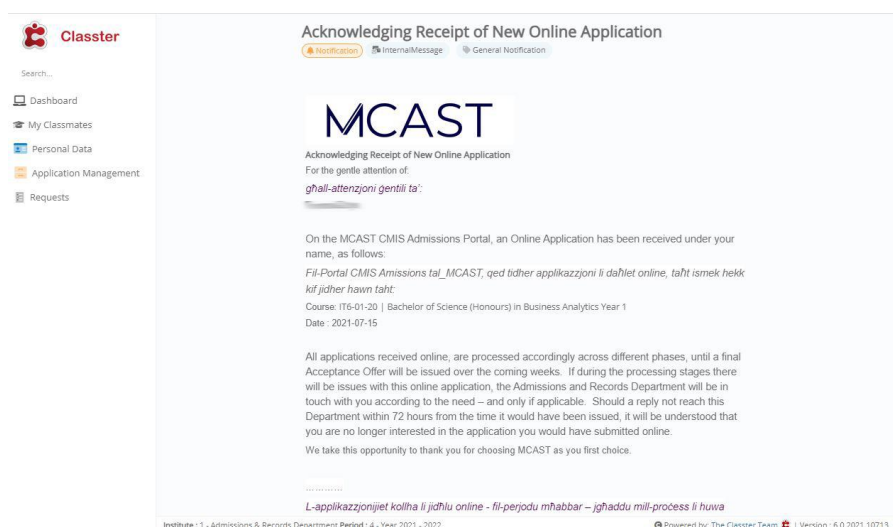
Once ready from the process, please sign out.

Your online application (Form B … Progressing) will be checked against the most recent result published by your Institute. All applications received online, are processed accordingly across different phases, until end of August, - by when a communication will reach you.

If during the processing stages there will be issues with this application, the MCAST Admissions and Records Department will be in touch with you according to the need – and only if applicable.

We thank you for again 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.

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OFFICE OF THE REGISTRAR
Admissions and Records Department