

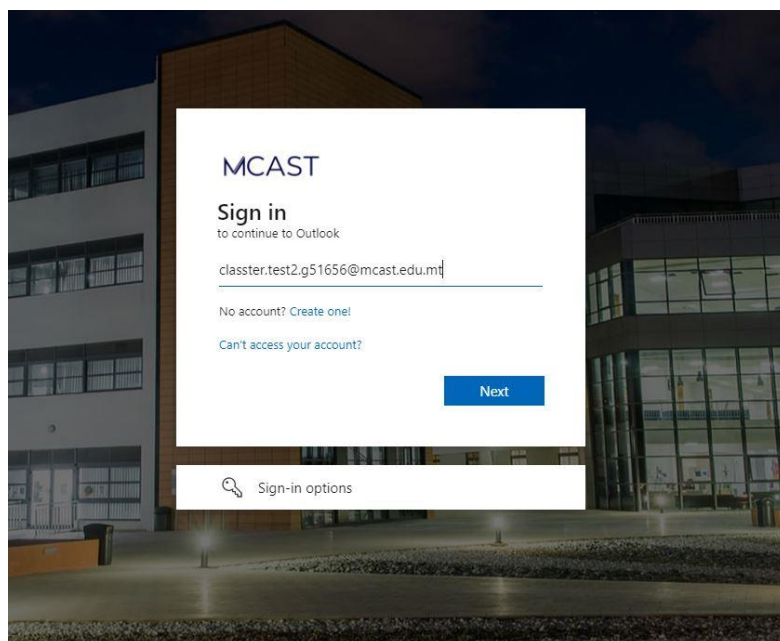
## **Form B (Progressing) ... How to Accept Offer – a quick guide**

*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*

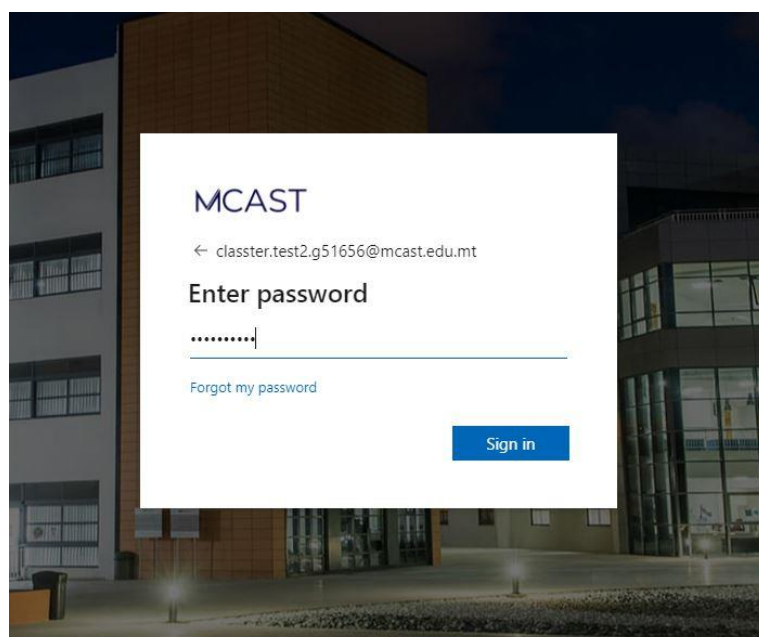
**You are kindly asked to Accept or Reject the offer within a few days from when you receive the Acceptance offer in your email inbox.**

**It is important that you read and keep note of the Acceptance Offer text sent to you.**

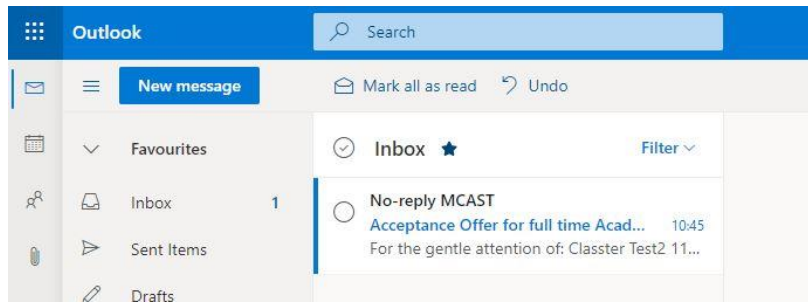
Start off by Signing in through [mcast.classter.com](https://mcast.classter.com), and insert your MCAST email address



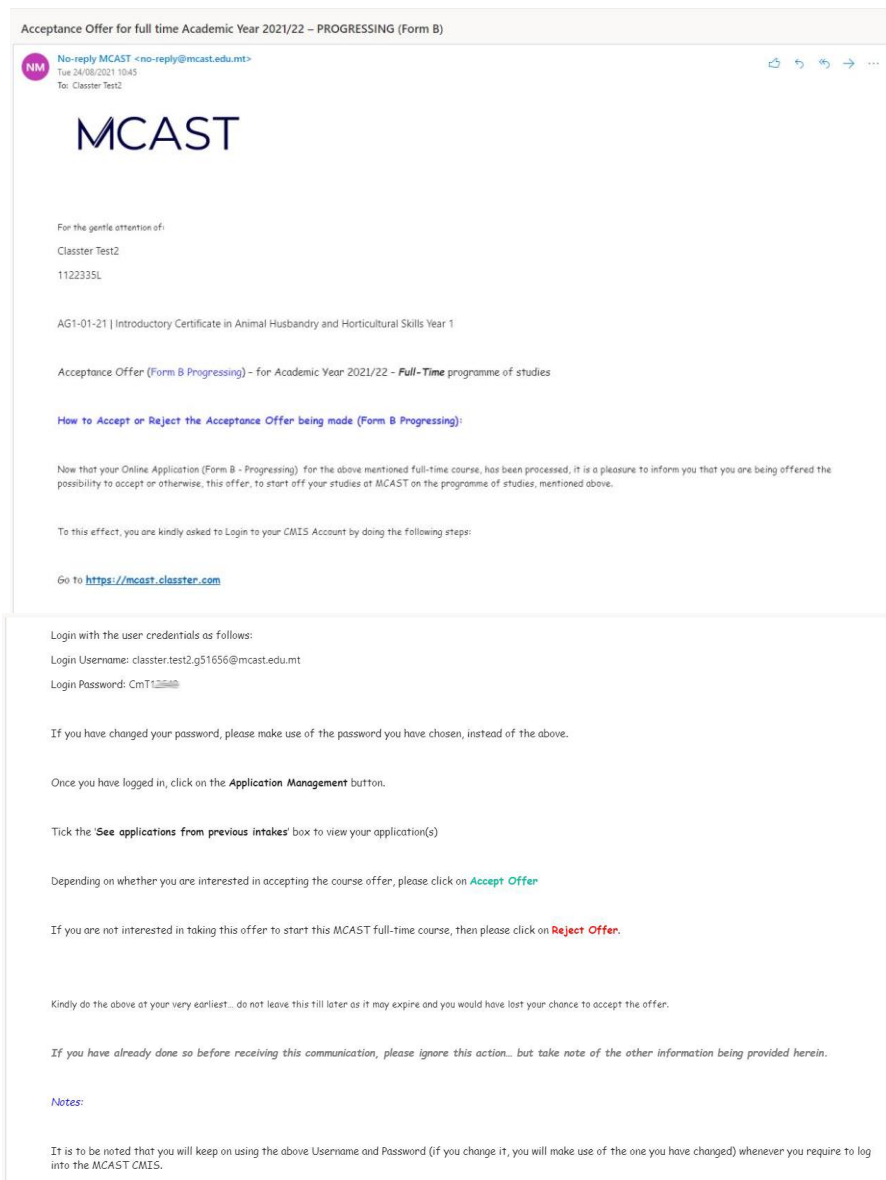
Then insert your password – as per usual.....



In your inbox, you would have received an email showing similar to the following



Read it carefully... it will only take you a minute... but it is important that you understand it properly



CmT12649 is your own **Personal Identification Number (PIN)** you are to state whenever over the phone you will be asked questions to identify yourself and confirm your real student identity. So **please keep this PIN safely recorded** for you to use when the need arises.

It is only after that you click on "**Accept Offer**", and eventually MCAST transfers your record to a Registered status, that you will start being considered as an MCAST student.

- This communication is being sent out to you on the basis of your confirmation that the data inputted in your Online Application is valid and correct.
- Action will be taken if it should transpire that the information given to us is incorrect.
- Likewise, MCAST reserves the right to request to view any original versions of documents which have been uploaded in your profile.
- **Where applicants are still under the age of 18 years**, MCAST reserves the right to come back to request further consents and declarations prior to formalising Registrations.
- At this stage this acceptance offer is being communicated depending on eligibility. It may be that the course will not actually open up if there are not enough applicants by end of September. If this will be the case, we will be communicating directly with those who will be effected in such rare circumstances beyond the College's control.

#### Maintenance Grant

Once you will be submitting an "Acceptance", and you will eventually be registered as an MCAST student, you will be in a position to submit an online application for Maintenance Grant. Receipt of maintenance grant payments is based on regulations, guidelines and the respective Legal Notice namely L.N. 308 of 2016 determining eligibility.

Please visit <https://education.gov.mt/en/studentsgrants/Pages/default.aspx> for further information regarding online applications for maintenance grant, including the official date when online applications for academic year 2021/2022 will open.

#### You will now receive Information from your Institute

Over the coming weeks, you will be receiving information directly from the Institute you will be registered with in order to follow the full-time programme of studies you have chosen. Through that information you will be given by your Institute, you will be able to take note and attend for the very important Induction Meetings, which will help you start off smoothly your studies at MCAST.

Please do ensure that you attend these meetings at your Institute (which will be held according to the information you will receive from your Institute). You are also being reminded of the importance of taking your course seriously, attending for all lecture sessions as well as any related College events.

We wish you all the very best for your experience at MCAST.

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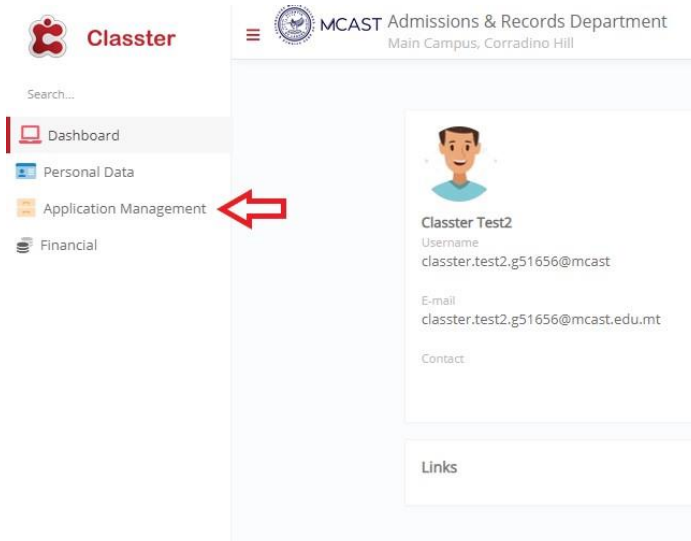
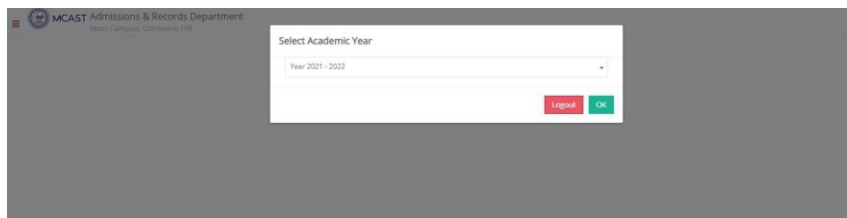
Sent by the MCAST Admissions and Records Department within the Office of the Registrar

This automated offer can be considered as a formal acceptance whenever you are asked for such a confirmation by third parties. You can present this together with the email you will receive from MCAST once you are registered.

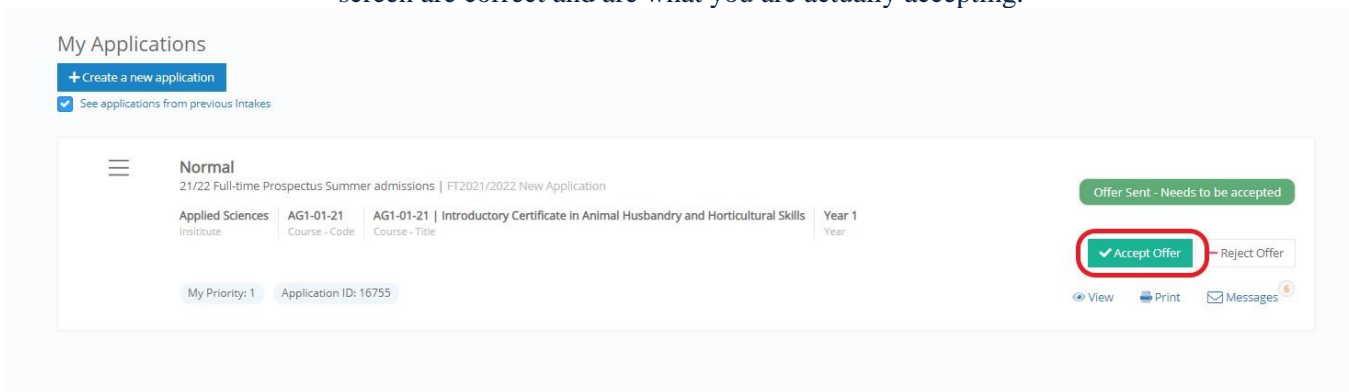
[Reply](#) | [Forward](#)

In your CMIS (Classter) account, proceed to do the following (this is also very simply explained in the Acceptance offer email you would have received).

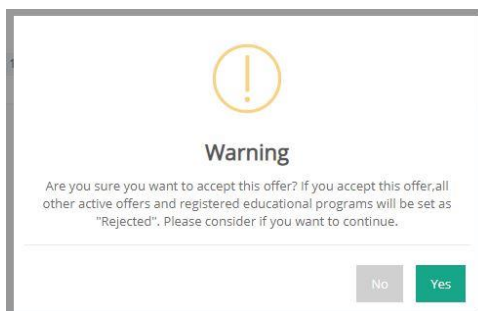
Always see that you are in year 2021/22 – if not... please click on the year 2021/22



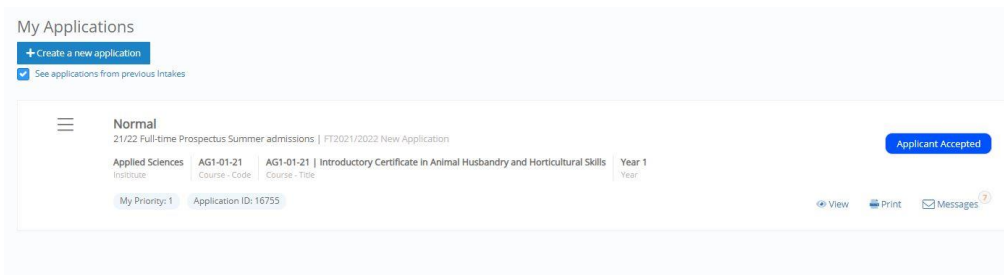
The remaining steps are simple to follow... so please guide yourself by these screenshots. This is the next screen you will find...click on **Accept Offer** green button after that you check that the details in the screen are correct and are what you are actually accepting.



Confirm by clicking on **Yes**



You will then get the acknowledgement "Applicant Accepted" on your screen.



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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](mailto: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