



## Information about the (continuously ongoing) online course application processing at MCAST

We thank the thousands of applicants who have shown active interest in studying at MCAST, and submitted an online application for the course they wish to be considered.

The following are the different types of applications (in thousands) which are being individually handled at the moment .... one-by-one, **in an ongoing manner**:

- Form **A** (new application),
- Form **B** (Progressing application),
- Form **R** (Returning applicant coming to continue same course started off in previous years),
- Form **RCh** (Returning applicant from previous years but starting off on a totally different course which is not on progression),
- Form **C** (Continuing applicant to subsequent year of studies) and
- Form **D** (Repeating failed units in order to successfully complete the programme of studies which would have been started off)

There are also those who were Registered MCAST students up to this past June, and their Institute would have informed them that a final form cannot be assigned to them for various reasons, including (amongst other scenarios as communicated by Institutes) Pending Synoptic assessments, WBL/Apprenticeship assessments etc, as well as Pending Preventive Classes results which will be published in late September. Such instances may always be followed up directly with the Institute involved.

Each of the above various Form Types and Scenarios, come with different arrangements and specific actions which are taken on an ongoing basis, as part of the application processing.

Please always keep in mind that your application may be at a different stage from the application submitted by someone else whom you happen to know would have received information about action taken or even would have received a Course Acceptance Offer.

Patience is a necessity in such situations where thousands of applications are being processed. Should you wish to obtain further personalized information, you may always phone on 2398 7888 [Monday to Friday (excluding Public Holidays) between 08am and 2pm] .... **However** one is also to keep in mind that the Contact Centre phone system, receives hundreds of phone calls every day ... so one may have to patiently wait or try at different occasions! In the meantime read on for general information which may provide answers to your questions ... or else also refer to Frequently Asked Quatsino's (FAQs) through <https://mcast.edu.mt/important-information/>

The processing of the thousands of course applications, is a manual one which considers each application on its own merits (always according to the pre-established Entry Requirements and Admissions procedures) .... one-by-one. It may take processing of applications, up to mid-September... **a constantly ongoing process!**

Obviously speaking as soon as any action is taken on a course application, it will lead to a further step towards finalising the processing of that specific application, and leading to the official Course Acceptance Offer Letter which MCAST issues to those who will be found eligible for the course they chose.

There are many different scenarios of where the application processing may have reached at. ***It is a continuous and ongoing process.*** To this effect, although the processing of certain course applications (which would have been properly submitted and in full) may be completed and actions taken accordingly, other applications may not be in the same situation, depending on where they would stand in the ongoing process.

**Once again we insist on the fact that *the whole process is continuously ongoing and changes / updates itself, from one day to the next.***

The following ***are only some scenarios*** (most common ones) which are being presented hereunder as an explanation of where a course application would have reached to. It may not mean that your application has come to this scenario / stage ... always depending on the course application submitted.

- When an **application is totally processed** – meaning that all documentation would have been submitted properly at application point, the applicant has been found clearly eligible, the applicant is **over 18 years of age** (and so no parent / guardian consent is required) and the minimum number of eligible applicants in order for the course to start off has been reached – a course acceptance offer is issued for that same applicant to accept or reject (and eventually become a registered student at MCAST, if accepted).

Course acceptance offers are issued every day, so if someone you know has said that the offer has been received at that end, it may very well be that your offer will soon be out over coming days – depending on whether your application will be involved in one of the scenarios which follow hereunder. This same process also applies for Form C and Form D applicants.

- All applicants **under the age of 18 years at the point of application**, will be passing through the Parent/Guardian Consent exercise. This is an exercise involving parents to check their information, endorse and confirm, and immediately submit electronically. **In these instances of applicants under the age of 18 years, before MCAST receives back the endorsed / confirmed online form, the application process cannot be concluded and so the course acceptance offer letter cannot be issued to applicants under the age of 18 years.**

Here again it is to be emphasized that this is a continuous ongoing process, and if you are under 18 years of age and have not received the specific electronic communication, you are not to worry as this is an exercise which will keep going on till end August – if you would not have received that communication – **and are under 18 years of age** – then please contact the Admissions Contact Centre on 2398 7888.

- There are cases when an applicant would - at point of online application - **not have provided all the necessary scans of documents** (results / certificates / SSQP pages etc) – **always depending on what one would have in hand at this point** (and NOT in view of any September exam / exam Resit results which may be received at that point in time). In all such cases with missing or no uploads having been submitted at application stage, an email communication will be sent out to the applicant. Immediate action (as explained in that email) needs to be taken so that the processing of your application can continue. If no action is taken by set deadline, then MCAST will not be in a position to continue processing your course application. Such email is only sent out to those who would not have provided the documents

necessary for MCAST to vet their eligibility for course applied for.

- Same – as above – applies to instances where the **provision of Medical Fitness Clearance / Colour Vision Clearance / Medical Test documents** are an integral part of the entry requirements for the specific course. This only affects a few specific courses (see <https://mcast.edu.mt/full-catalogue/>). Hereagain, as soon as you get an email to explain about the action you need to take in view of this scenario, you are kindly asked to ensure that you act immediately (this usually involves printing the document which will be sent over to you as an attachment, and taking it with you when visiting a Professional Medical Practitioners your choice). Once the document is returned back to MCAST in response to the email communicated to you, the processing of your application can proceed further.
- If you are **not being found eligible for the course you applied for**, you will be contacted via email. Please take the action which you will be asked to do through that email. This is continuously ongoing and such email communications are sent out very regularly every week.
- Applicants who have submitted a course application **under Maturity Clause**, are kindly asked to refer to <https://mcast.edu.mt/maturity-clause/> for further information - processing of such applications is usually concluded after the current Main Call Admissions' time window - see <https://mcast.edu.mt/application-online-ft-mcast-courses/> .
- Applicants who have submitted a **course application for a Level 1 or 2 programme of studies**, may be asked to sit for an Initial Assessment Test (IAT) – please refer to <https://mcast.edu.mt/initial-assessments/> for further information. Email communications about whether you will be asked to sit for such **IATs will be sent out after the closure of the current Main Call time window** - see <https://mcast.edu.mt/application-online-ft-mcast-courses/>. Only after you sit for the IAT as will be indicated to you, your course application will move on to its final stage in the process.
- Applicants who have submitted a **course application for specific programme of study** --- which require sitting for any entry assessment ranging from Value Based Interviews, Auditions, Course Entry Examinations, etc --- are kindly asked to take note of any electronic communications which will be sent to them in relation to such entry assessments. Here again, the communications are continuously ongoing. Only after you sit for such entry assessments, as will be indicated to you, your course application will move on to its final stage in the process.

Other various scenarios not mentioned above, will be specifically tackled by a personalised communication with those affected. **This is again a continuously ongoing process.**

You may always wish to get in touch via phone through 2398 7888 [Monday to Friday – excluding Public Holidays - from 08am till 02pm], in order to ask about the particular stage at which your application has reached. Please be very clear in explaining what your request will be, keeping in mind that agents get so many different scenarios and questions to explain and reply to. We trust that the above lengthy communication, explain the various possibilities your course application currently lies at.

**Once again we reiterate that the whole process is a continuously ongoing one – up to at least mid-September...** so please if you know of someone who has received a course acceptance offer OR a communication from MCAST about the course application submitted, it does not necessarily mean that your application has a problem or has not been acted upon.

Wishing you well.

The Team at the  
MCAST Admissions and Records Department

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