

**Form A (New Applicant - Applying for the first time at MCAST)**  
**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**

**First Call - Monday 18<sup>th</sup> till Friday 29<sup>th</sup> July 2022**  
**Second Call - Monday 29<sup>th</sup> August till Monday 05<sup>th</sup> September 2022**  
**Last Call - Monday 03<sup>rd</sup> till Friday 07<sup>th</sup> October 2022**

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 parts to this video walk-through.

- i. The first part focuses on creating and validating your account profile on the MCAST CMIS Admissions Portal.
- ii. The second part explains the remaining stages in the process leading to submitting your online application.

This **form A** guide is ONLY to be used if you are applying for the first time to be considered as an MCAST student – depending on eligibility.

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Start by entering the following URL – <https://mcast.classter.com/actions/registrations>

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You need to use the above link to submit your online application during the specified time window.

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

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**Signing up using your e-ID (Malta)**

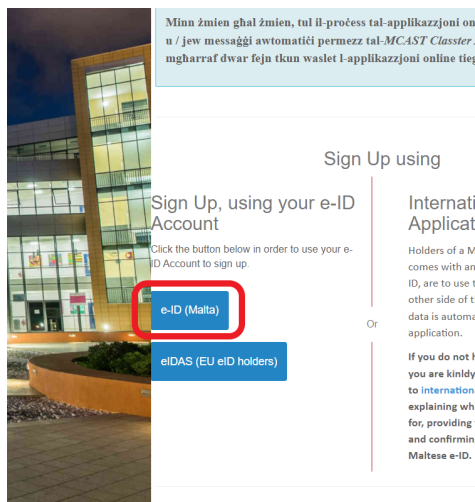
.....

A quick point of information re: e-ID Malta

Should you require any assistance in attaining your e-ID credentials,  
Identity Malta has a very efficient service through  
helpline **2590 4300** - during office hours. The servizz.gov 153 may also be referred to.  
You can also visit the Identity Malta Website for further guidance and assistance you may require  
<https://identitymalta.com/> Email: [infoeid@gov.mt](mailto:infoeid@gov.mt)

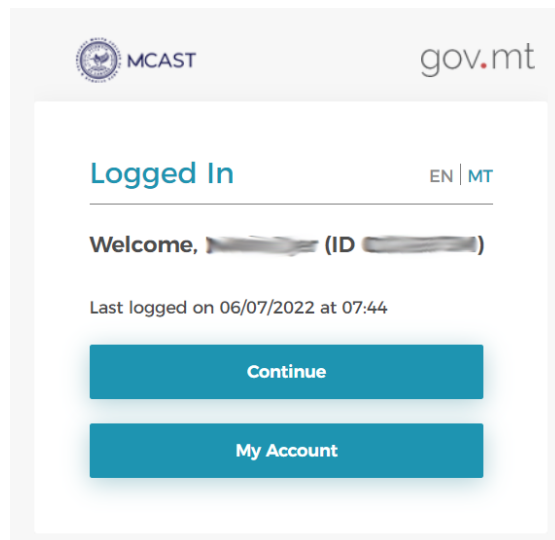
If you request a new password, through an email which you will be sending to the EID section, you are kindly asked to provide your ID Number and the ID-Document Number found at the back of every ID Card.

The first screen you will see once you click on the URL (link) presented above will include the following:



Once you click the Blue button [e-ID (Malta)], you are led to the screen shown on the following page... You must use your e-ID credentials (user and password) to proceed with your application. Applications which will not be done through the respective applicant's e-ID will not be processed. The e-ID credentials you use are your credentials as the applicant, not someone else's (such as parent/guardian/friend etc.)

Fill in your ID Number and your e-ID Password. After clicking on Sign in, you will find yourself on the following screen.



Once you continue, you will be led to the Personal Details section of your application. This information is captured and replicated from the details found in your e-ID account.

**Double-check** the information showing, and if necessary, change the Mobile Number and Home Phone Number to make sure that your contact details are showing.

### Sign Up using e-ID (Malta)

**i** The below data will be collected by the system to complete the Sign Up. By pressing the Register button you consent to this data collection.

Photo | Full Name | Gender | Middle Name | Birthday | Address data | E-mail | Mobile phone | Home Phone | Tax ID Number

**First Name**

**Last Name**

**Gender**


☐ Other ☒ Male ☐ Female

**Maltese ID Card / Document Number \***

**E-mail**

**Mobile Phone \***

**Home Phone \***

☐ I'm not a robot   
reCAPTCHA  
Privacy - Terms

By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

**Sign Up**

Proceed by clicking on the tick box next to “I’m not a Robot.”

Mobile Phone \*  
77887788

Home Phone \*  
21223344

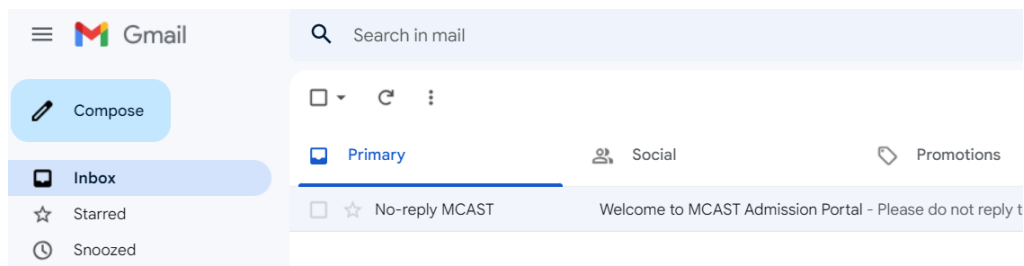
☒ I'm not a robot

By signing up, you agree to the [Terms & Conditions](#) and [Privacy Policy](#)

[Sign Up](#)

Go on to click on the 'Sign Up' blue button.

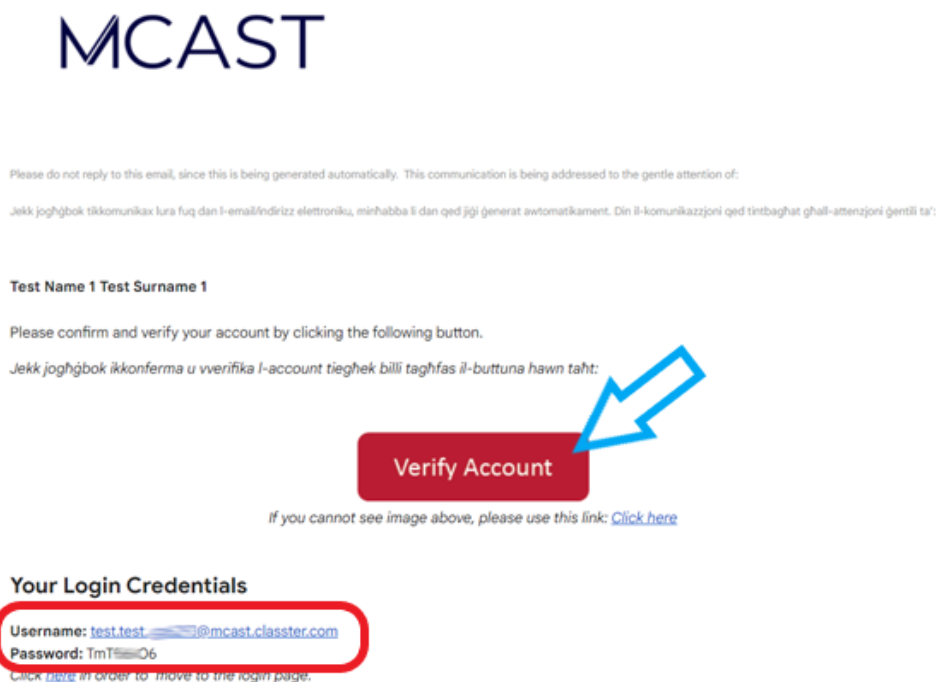
Go to your Email Inbox – the same email address you are using for EID credentials... an email will be sent to you automatically from “No-reply MCAST” --- it is important to always check in your spam/junk/promotion folders if you do not find the email in your Main inbox folder.



Take note of the Username and password in your email, and (as follows) click on the red button '**Verify Account**'

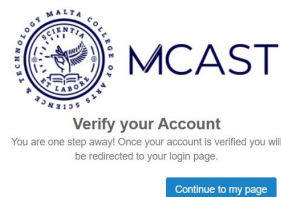
## Validate your Account profile on MCAST CMIS Admissions Portal

You now need to go to your email address inbox. You will receive an email from '**No-reply MCAST**' with the subject being Welcome to Classter. The following is a screenshot of a typical email which you will find.



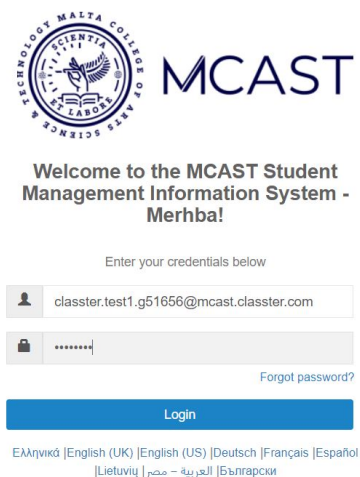
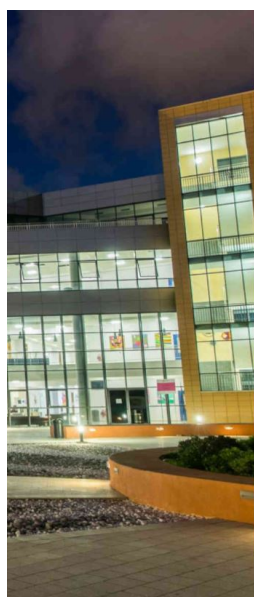
You will be verifying and validating your account by clicking on the Verify Account red button.

It is important that you keep note of **Your Login Credentials** (Username and password). These are to be placed somewhere safe where you can easily find them to use as may be required.



From the email, you would have received, copy the **USERNAME** and paste it in the Username field in the following screen grab. Click on Next...

This also applies to **PASSWORD** (copied from the email you received – screenshot at the top of this page).





### 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](#)

**important:** If the academic year will not show as **2022 – 2023** (as default), please choose this year from the drop-down menu

#### Select Academic Year


Year 2022 - 2023

[Logout](#) [OK](#)

## Starting an Application for an MCAST Programme of Studies


### PERSONAL DATA

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








Search...

- Dashboard
- Personal Data
- Application Management
- Financial



MCAST Admissions & Records Department  
Main Campus, Corradino Hill

Year 2021 - 2022    Classter Test1 



**Classter Test1**  
Username:  
classter.test1.g51656@mcast  
E-mail:  
classter1test@gmail.com  
Contact:  
  
Links

#### Instructions

This Online Application is made up of two steps:  
Meta qed tapplika onlajn, segwi żewġ fażijiet

- 1

(i) Check you Personal Details (fill in any missing fields); (ii) Upload clear scans of your documents (such as certificates, results slips, etc.); (iii) Fill in and endorse the GDPR Consent Form

[Personal Data](#)
- 2

Apply for an MCAST course

[Application Management](#)

Always ensure that you are in the year 2022 – 2023. 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.

- Year 2021 - 2022

Personal Data / - Year 2021 - 2022

Save and Next →

1 Personal Data

Please enter your personal data in the below fields.

**Personal Details**

Surname \*  
Test1

First Name \*  
Classster

Middle Name  
Middle Name

Gender \*  
☐ Other ☐ Male ☒ Female

Date of Birth \*  
01/01/1990

**Identification data**

Maltese ID Card / Document Number  
1122334L

ID Card Expiry Date  
11/08/2021

Passport Number (to be filled in by Non Maltese applicants)  
Passport Number (to be filled in by Non Maltese applicant)

Passport Expiry Date  
11/08/2021

Save and Next →

**Contact data**

Contact Email Address \*  
classtertest1@gmail.com

Home Phone Number  
21334455

Mobile Phone Number \*  
77779999

**Address data**

Malta Address 1  
1, Flat 2

Malta Address 2 (Street name in full)  
Triq il-Kbir, PAOLA (Paola), MALTA

Locality (in Malta or in Gozo)  
PAOLA (Paola), MALTA

Post Code  
PLA 9032

Country  
Malta

Additional Addresses (for International Students)

Add	Categories	Address	2nd Address Line	Country	City	Area/State	Post Code	Comment	Specific Correspondence Dates	Date From	Date To

At the bottom of this screen, you will need to fill in the following mandatory fields

- Confirm EU citizenship
- Nationality
- Last School Attended (this is applicable for those who have been in Form 5 or a post-secondary institution as of June 2022)

**Demographics**

Are you a Citizen of EU? \*  
EU

Nationality \*  
Maltese

Last School Attended (in Malta)  
None

Last School Attended (if not in Malta)  
if you are not from Malta, write the school name

Save and Next →

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

## 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.

Please read the text on your screen (reproduced hereunder) carefully to have a clear idea of what you need to do in this part of your online application. In a **Frequently Asked Questions Document** [found on MCAST website – How to Apply Online], you may find replies to other queries you may have.

Test Surname 1 Test Name 1 - Year 2022 - 2023  
Personal Data / Test Surname 1 Test Name 1 - Year 2022 - 2023

Year 2022 - 2023

Test Name 1 Test Surname 1

← 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 and based on which your online application will be checked for eligibility for the chosen course you apply for.

2. Incomplete scans (such as with missing full name and surname as well as missing/unclear 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, complete 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. So kindly ensure that before you leave this screen, you would have uploaded properly **ALL** the required scans of documents.

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 (max size 2MB per file)

+ Add Files

The following screenshots 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.

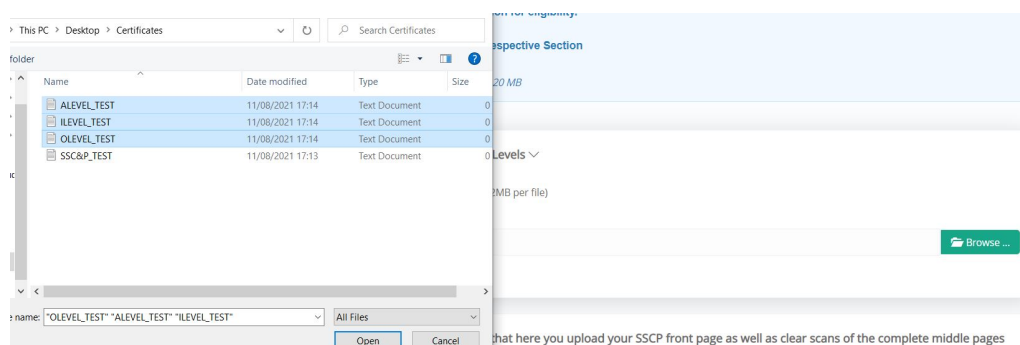
Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels

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

+ Add Files

Select files...

Browse ...














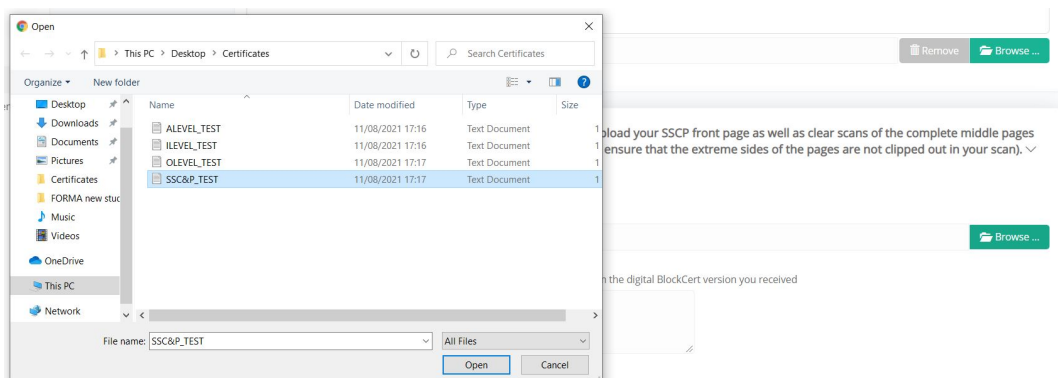
Result Slips SEC / MATSEC / O'Levels / I'Levels / A'Levels ▾

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 ...



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)	  
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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

If you do not have a hardcopy of your SSC&P (which you can scan), please place the Block Certs link in the field (as per above) – if you have a Block Certs version of your SSC&P

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](#)

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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](#)

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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](#)

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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 the “**Save and Next**” green button

## CONSENTS

The screenshots hereunder might differ slightly from what you will see on your Online Applications Screen.

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

- If you are under 18 years of age when submitting the online application, the Parent / Legal Guardian 1 and Parent / Legal Guardian 2 Sections **MUST** be filled in correctly.
- If you are over 18 years of age, you may wish to leave empty

The **Contacts in case of Emergency** are to be filled in by ALL applicants ensuring that correct information is provided

Please read the text provided on the Application Screen so that you will be closely guided as to what you are expected to do

← 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--

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.

Taghti l-kunsens lii-MCAST sabiex jiksek u jivverifika r-riżultati tas-SEC/MATSEC u l-SSC&P, lii-Universita' ta' Malta (u l-Bord tal MATSEC) sabiex ighaddu l-informazzjoni dwar ir-riżultati tieghek tal-MATSEC, u l-MEDE (u CLLE) sabiex ighaddu l-informazzjoni dwar ir-riżultati tal-SSC&P, sabiex l-applikazzjoni tieghek tkun tista' tiġi pproċessata? (Għal dawk li huma residenti f'Malta). Jekk dan il-kunsens ma' jingħatax, inti tintalab tiġi l-MCAST u tippreżenta iċ-certifikati originali sabiex dawn ikunu jistgħu jitqabblu mal-kopji li tkun tallejja onlajn.

--Please Select--

## SPECIAL REQUIREMENTS ▼

*If you answer 'Yes' to any of the five questions in this section, or if you have any other form of professional diagnosis (learning difficulties / disabilities / mental health conditions / medical conditions etc.) please complete the Inclusive Education Unit Online Form so that you can be registered with the IEU and explore any support options as may be applicable: <https://forms.office.com/r/PwvEmpxf2G>*

*If you are already registered with the IEU, you DO NOT NEED to complete this form.*

Once your IEU Application has been processed, you will be contacted accordingly.

1. Do you have any particular learning difficulties you would like us to be aware of? ✓

\*Għandek xi diffikultà relatata ma' tagħlim, li tixtieg tinfurmana dwarha?

--Please Select--

2. Do you suffer from any physical condition you would like us to be aware of? ☐

\*Tbati minn xi kundizzjoni fiżika li tixtieg tinfurmana dwarha?

--Please Select--

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

\*Tbati minn xi kundizzjoni psikoloġika li tixxleq tinfurmana dwarha?

--Please Select--

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

\*Qiegħed titlob arranġamenti partikolari/appoġġ minhabba 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 jwieġeb 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. Genituri / 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 jistghu jintużaw f'pubblikazzjonijiet varji fil-forma stampata u / jew digitali (li fost l-oħrajn jinkludu siti elettronici u midja soċjali) ?

--Please Select--

#### DECLARATIONS ▼

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' jinghata 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-hin 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

### Application Management

[+ Create a new application](#)

☒ See applications from previous intakes

  
+ Create a new application

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 clear idea of what the **MCAST Full Time Prospectus 21/22** is offering... please visit <https://www.mcast.edu.mt/mcast-prospectus-2022-2023/> to attain this information.

You will need to be sure that you have the entry requirements required 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.

- Start off by ensuring that you are always in the **year 2022 – 2023**
- From the drop-down list, choose the **Intake 22/23 FT Prospectus Summer Admissions (First Call – Jul 2022)**

Click on **Next**

### Admissions Application / New Application

**Intake**  
Please select one of the available active intakes that you're applying for.  
22/23 Full-time Prospectus Summer admissions

**Select an application type**  
Please select an application type. Note that some educational programs are available only for specific application types.  
[Redacted]

Next →

Select a Course

Course - Code \*  
BC2-01-21test | Foundation Certificate in Business test

Year \*  
Year 1

Type \*  
Full-Time - Full-Time

Next >

Choose the Institute, the Course and click on **Save and Submit**

Change

✓ Save as a Draft ✓ Save and Submit

Institute Institute of Business Management and Commerce	Course - Code BC2-01-21test	Course - Title BC2-01-21test   Foundation Certificate in Business test	Year Year 1
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**IMPortant Note:** The example is used for the purpose of this guide, is a Level 2 TEST course .... at the Institute of Business Management and Commerce.

However, you are to choose the Institute and the Course which applies to your case.

Once you would have successfully submitted your application, you will receive an email receipt - similar to the screenshot on the next page.

You may also wish to download a .pdf version of your application (found at the bottom of the email) to keep it separately for future needs.

Application Management

+ Create a new application

✓ See applications from previous Intakes

≡ Normal

22/23 Full-time Prospectus Summer admissions | End Date: 08/07/2022 23:59 | FT2021/2022 New Application - test

Submitted

Business Management and Commerce Institute	BC2-01-21test Course - Code	BC2-01-21test   Foundation Certificate in Business test Course - Title	Year 1 Year	08/07/2022 12:48 Submitted
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My Priority: 1 Application ID: 24320

View Print Messages 1

## Acknowledging Receipt of New Online Application Inbox x



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

📧 12:48 PM (1 minute ago)

🌐 Maltese ▾ > English ▾ [Translate message](#)

[Turn c](#)



### Acknowledging Receipt of New Online Application

For the gentle attention of:

*għall-attenzjoni gentili ta':*

Test Name 1 Test Surname 1

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

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

Course: BC2-01-21test | Foundation Certificate in Business test Year 1

Date : 2022-07-08

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 your first choice.

.....  
*L-applikazzjonijiet kollha li jidhru online - fil-perjodu mħabbar – jgħaddu mill-proċess li huwa mifrux fuq fażijiet differenti, sakemm Offerta finali tiġi kkomunikata liliek fil-gimghat li ġejjin. Sadanittant, jekk ikun hemm xi diffikultajiet fl-applikazzjoni tiegħek u li jistgħu jwaqqfu l-proċess, id-Dipartiment ta' Admissions u Rekords, jagħmel kuntatt miegħek – dejjem jekk ikun hemm il-htieġa. F'każijiet bħal dawn, jekk ma nirrevux twegiba minghandek fiż-żmien 72 siegħa minn meta nikkomunikaw miegħek, nifhemu 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.*

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



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