



MCAST

MCAST Admissions 2024 International Applicants (Full Time Prospectus Courses 24/25) Quick Guide and Info points

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This document is made up of answers to a number of Frequently Asked Questions which you may find useful. The content of this document is dynamic and changes in order to include any further FAQs which may be of interest to you as well as other users. The language of communication between MCAST and prospective applicants is English. The English Language is one of the two languages of instruction (besides Maltese) and assessment in MCAST courses. Wherever required, an updated version of this document, will be found on www.mcast.edu.mt

Welcome to MCAST... We look forward to assist you in following your study intentions and make them a reality here in Malta. <https://www.mcast.edu.mt/about-mcast/>

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1. Am I considered as an International applicant?

If your nationality is not Maltese, then you are considered as an International applicant, especially if as entry requirements to the course you choose, you will be presenting Certificates / Qualifications which are not awarded by Maltese Institutions.

If you come from a Non-EU country / you are a third country national and do not currently reside in Malta, you are kindly asked to submit your application for a Full Time course at MCAST **by not later than Friday 28th June 2024** (<https://t.ly/QTWqa>). No further applications will be received from Non-EU nationals (not yet residing in Malta) after that date.

IMPORTANT: International applications for *Bachelor of Science (Honours) in Nursing* will be received until Tuesday 30th April 2024.

If you are an EU National (even if not yet residing in Malta), applications through the set online form (<https://t.ly/QTWqa>) will be received **between Monday 15th July and Wednesday 14th August 2024**. This equally applies to Non-EU Nationals who already reside here in Malta and do not require any documents or extension of documents in order for them to remain in Malta, as per all legal requirements to do so.... and (importantly) do not have an active and valid EID.

Important Note: In all instances explained above, it is very important that applicants submit their application through the online form (<https://t.ly/QTWqa>) during the clearly set Time Windows. There may be instances where additional documents will be required, and if as an applicant you will not have these readily at hand by the closing date, it will not be possible to continue

processing your application. In such instances, it is important that one refers and reacts to any communications directed to applicants via electronic mail.

2. If I have a Maltese eID, or am eligible for one, how shall I submit an application?

If you have a valid Maltese ID Card (linked to a valid eID), you are to apply online through www.mcast.edu.mt between Monday 15th July and Wednesday 14th August 2024. Holders of a Maltese ID Number will not have their applications processed outside the above time window. Any applications submitted by Maltese ID Number holders through the set International application online form, will NOT be processed... such applications will be deleted. Complete priority is given to applications submitted through the formal and valid eID (where an applicant is eligible for it, and so an eID access is available for him/her)

3. What if I have a Maltese ID Number, but forgot the related eID credentials?

In such cases, you are to contact directly Identity Malta Agency. You can reach them by phone through helpline (+356) 2590 4300 - during office hours.

The servizz.gov 153, may also be referred to.

You can also visit the Identity Malta Website for any further guidance and assistance you may require <https://identitymalta.com/>

Email: infoeid@gov.mt

If you will be requesting a fresh Password, through an email which you will be sending to the EID section, you are kindly asked to provide your ID Number as well as the ID-Document Number found at the back of every ID Card.

4. To whom shall I ask questions about Study VISAs, Residency Permits, and all such documents which I need in order to come to Malta and study?

Identity Agency, provides you with all guidance needed in these and related matters. MCAST does not deal in any way with such requirements. All MCAST does is trace and track so that all those who will be registered as students at MCAST would be in line with all requirements of Identity Malta and related entities such as the Central Visa Unit (CVU)

Further information: <https://identitymalta.com/>
<https://identitymalta.com/unit/central-visa-unit/> Expatriates Unit:
<https://www.identitymalta.com/unit/expatriates-unit/>
<https://noneu.identitymalta.com/docs/manual.pdf>

You will find all the information you need on these matters, when visiting the above links. You will also find information as to how and where to apply for documents such as VISA, E-Residence Cards, Blue Papers, etc, as well as where to call or contact in order to obtain further information on these matters. Quick contacts you may refer to: (+356) 2590 4800 or (+356) 2590 4550

eresidence.ima@gov.mt / noneu.ima@gov.mt

Another important source of information is <https://foreignandeu.gov.mt/en/Pages/Home.aspx>
Through this website, one can for example identify the nearest Maltese Diplomatic Representation (Embassy, Consulate or similar).

Some further points to be aware of:

- i. European Union regulations apply to EU nationals, as specified by law.
- ii. All applicants must ensure that they have the necessary funds to support themselves whilst here in Malta. They may be asked to make a declaration of resources or otherwise give an assurance to the Principal Immigration Officer that they have sufficient resources for the period of residence for themselves and their dependents.
- iii. Applicants may also be subject to the condition that they and their dependants are covered by a comprehensive insurance in respect of all risks (including medical) whilst in Malta.
iv. Applicants who would be found as eligible to start a course at MCAST, must ensure that they follow the immigration rules before entering Malta. Applicants are advised to contact the Immigration Authorities in Malta (as per information above) or the nearest Maltese Diplomatic Mission in your country for further information on this matter. Conditions vary from country to country.
- v. Under standard situations, applicants may apply for entry visas to Malta through the Maltese, Austrian, Italian or Spanish representation in their country.... there may be variants to this. Refer to <https://www.identitymalta.com/unit/central-visa-unit/> for further information about which representation applies to your case.
- vi. All applicants are subject to immigration regulations as specified by the Laws of Malta.
- vii. Once registered at MCAST, students will need to make sure that when it comes to extend or renew any documents as required by Maltese immigration laws, they take the necessary action and in good time before any document (such as VISA or related) actually expires.
- viii. For further information regarding visa applications and Embassies closest to you, please visit <https://foreignandeu.gov.mt/en/Pages/Home.aspx>.

Should you require any further guidance, please contact MCASTintapp@mcast.edu.mt with your query presented and explained in detail.

5. When and where can I submit an application to show my interest to study on a full time basis at MCAST ?

Online application time windows - in view of Admissions for Full Time Courses during academic year 2024/25 - are as follows:

- ✓ If you come from a Non-EU country, you are kindly asked to submit your application for a course at MCAST by not later than Friday 28th June 2024. Use the following link to submit all information and uploads of documents needed for your account to be set up: <https://t.ly/QTWqa>. No further applications will be received from Non-EU nationals after that date.
- ✓ If you are an EU National (even if not yet residing in Malta) - and you *do not possess an eID* which comes with a Maltese ID Document you may be entitled to and possess - you can submit your online application between Monday 15th July and Wednesday 14th August 2024. Use the

following link (only if you are not eligible to possess an ***eID***) to submit all information and uploads of documents needed for your account to be set up:

<https://t.ly/QTWqa>. No further applications will be received after that date. This equally applies to *Non-EU Nationals who already reside here in Malta* and do not require any documents or extension of documents in order for them to remain in Malta, as per all legal requirements to do so.

Further to FAQ 1, once again it is being emphasised not to leave submitting your online application till the closing date.

6. If I have a Maltese eID, or am eligible for one, how shall I submit an application?

If you *have a valid Maltese ID Card*, you are to apply online through www.mcast.edu.mt between **Monday 15th July and Wednesday 14th August 2024**. Holders of a Maltese ID Number will not have their applications processed outside the above time window. Any applications submitted by Maltese ID Number holders through the set International application online form (<https://t.ly/QTWqa>), will NOT be processed... such applications will be deleted, as priority is given to applications submitted via the Maltese ***eiD*** one would be eligible to possess.

7. From where do I get information about MCAST Full Time courses?

The MCAST Prospectus **2024/25**, is found on the MCAST website. You can leaf through the digital version by visiting: <https://mcast.edu.mt/prospectus-2024-2025/>

Further information can also be found by visiting <https://www.mcast.edu.mt/full-timeprogrammes/> and clicking on the respective MCAST Institute you would like to study in.

You can then click on the course/s you are interested in and get to know more important information, such as:

- ✓ The exact course title and course code which you need to use when stating which MCAST Full Time course you are interested in
- ✓ The entry requirements for the course - that is the certificates / qualifications you need to have in order to be considered as eligible for the course,
- ✓ A brief description of the course, including its duration (number of years of study)
- ✓ Other related information you will find useful about the course you would have clicked on. A downloadable Programme Outline is also available

8. I would like to ask for some advice about a course I am interested in... what can I do?

MCAST has a very informative and efficient Career Guidance and Advice section. One might wish to get in touch with this Section using the following contacts:

✉ careerguidance@mcast.edu.mt

☎ (+356) 2398 7135

☎ (+356) 2398 7136

If you have a clear idea about the course you want to be considered for here at MCAST, but want some clarification about the International Application, please get in touch through: MCASTintapp@mcast.edu.mt or internationalappl@mcast.edu.mt.

9. What Certificates do I need to show in order to be found eligible for an MCAST full time course?

Referring to the Entry Requirements on the MCAST Prospectus, gives you a clear idea of what is required in order to be considered eligible for the course you are interested in - refer to FAQ 7 above.

It is important that on the International Applications online form (<https://t.ly/QTwgg>), you upload all the certificates and qualifications (including any results / transcripts which you may have) you have achieved as from the age of 16 years. For qualifications which would not have been awarded by a Maltese Institution, you need to obtain an **MQRIC statement** for each of these (refer to answer to

FAQ 10 below). Your application can only be processed for eligibility, if ... ○ a clear scan of the

MQRIC statement/s (See FAQ 10 for further information) This *together with* a scan of the Certificate/s the Statement/s relate/s to); and

○ a clear scan of the English Proficiency documentation (See FAQ 11 for further information)...

would have been properly uploaded in the respective section on the online form (<https://bit.ly/33T3lbz>).

Where the Certificates / Qualification document / results / transcripts, are published in a language which is not English or Maltese, an official (apostilled) translation by a professional translator is required, and needs to be submitted and authenticated accordingly.

10. What is an MQRIC Statement?



The Malta Further and Higher Education Authority, runs an online process for the recognition of qualifications ... particularly those which are awarded by Institutions which are not Maltese. The service is provided by the Malta Qualifications Recognition Information Centre (MQRIC).

Kindly visit <https://mfhea.mt/> in order to find all the information you require about this important stage of the process.

You can proceed with applying for the MQRIC Statement of the certificates you already have at hand, by clicking <https://mfhea.mt/academic-qualifications/>

You will find a step-by-step guidance of how to do the process of applying for the MQRIC statement. It is all online and relatively easy if you read the guidance provided on this site! There is also a video which will help you go through getting this MQRIC statement.

On the MQRIC online, you will have the opportunity to search for your qualification by entering the country from where the certificate has been awarded, finding the name of the awarding body from a drop-down menu and selecting the qualification. If the qualification is already listed, the statement can be downloaded and printed instantly.

If the qualification is not listed on the database, you can submit an application by entering further details as requested. This will kick-start the research process carried out by the MQRIC department. Where fees are applicable, these are presented on this same MQRIC section of the MFHEA website.

MCAST is a different institution from MFHEA and MQRIC.

You may wish to get in touch directly with MQRIC:

📞 through Freephone 153 (servizz.gov), or

✉️ mqric@mfhea.mt

11. What do I need to know about English Proficiency ?

English is a main language of instructing at MCAST - both for delivery of lectures as well as assessments. Exchange of email communications is also done in the English Language. This clearly explained why it is essential that applicants will show that they have proficiency in the English Language, before they are found to be eligible for a programme of studies.

All applicants going through the International Application route, and in particular those presenting non-Maltese qualifications / certificates, need to provide evidence indicating their level of proficiency in English Language skills, namely writing, speaking, listening and reading.

In regards to English Proficiency, minimum entry requirements shall be ONE of the following.... depending on the MQF level of the course you will be choosing to study at MCAST:

- a. **MCAST English Proficiency Examination** -
minimum of a Pass grade
Mainly for programmes of study at MQF levels 4, 5, and 6
- b. **MCAST Preparatory Access Course** (*no longer delivered*)- minimum of a Pass grade
Mainly for programmes of study at MQF levels 1, 2, and 3

Currently being replaced by the following MCAST courses in the area:

MCAST Award in Preparation for English Language Skills - Beginner
MCAST Award in Preparation for English Language Skills - Pre Intermediate
MCAST Award in Preparation for English Language Skills - Intermediate
MCAST Award in Preparation for English Language Skills - Advanced

- c. for programmes of study at MQF level **2** (*Certificate*)
CEFR - minimum score: B1 or **IELTS** - minimum score:
4.5 or **Cambridge English Preliminary** - PET
or **Pearson Academic PTE General Level 2** - score within bracket of 43 till 58
or **TOEFL** - iBT score within bracket of 57 till 86
- d. for programmes of study at MQF level **3** (*Diploma*)
CEFR - minimum score: B1 or **IELTS** - minimum score:
4.5 or **Cambridge English Preliminary** - PET
or **Pearson Academic PTE General Level 2** - score within bracket of 43 till 58
or **TOEFL** - iBT score within bracket of 57 till 86
- e. for programmes of study at MQF level **4** (*Advanced Diploma*) **CEFR** - minimum score: B1 or **IELTS** - minimum score: 4.5 or **Cambridge English Preliminary** - PET
or **Pearson Academic PTE General Level 2** - score within bracket of 43 till 58 or **TOEFL** - iBT score within bracket of 57 till 86
- f. for programmes of study at MQF level **5** (*Higher Diploma*) **CEFR** - minimum score: B2 or **IELTS** - minimum score: 5.5 or **Cambridge English First (FCE)**
or **Pearson Academic PTE General Level 3** - score within bracket of 59 till 75
or **TOEFL** - iBT score within bracket of 87 till 109
- g. for programmes of study at MQF level **5** (*Undergraduate Diploma*) **CEFR** - minimum score: B2 or **IELTS** - minimum score: 5.5 or **Cambridge English First (FCE)**
or **Pearson Academic PTE General Level 3** - score within bracket of 59 till 75
or **TOEFL** - iBT score within bracket of 87 till 109

- h. for programmes of study at MQF level **6 (Degrees)**
CEFR - minimum score: B2 or **IELTS** - minimum score:
5.5 or **Cambridge English First (FCE)**
or **Pearson Academic PTE General Level 3** - score within bracket of 59 till 75
or **TOEFL** - iBT score within bracket of 87 till 109
- i. for programmes of study at MQF level **7 (Master)**
CEFR - minimum score: B2 or **IELTS** - minimum score:
5.5
or **Cambridge English First (FCE)**
or **Pearson Academic PTE General Level 3** - score within bracket of 59 till 75
or **TOEFL** - iBT score within bracket of 87 till 109
- j. **Foreign National Qualifications (in English Proficiency)** - comparable to entry ratings and scores in **a** to **i** above, will be accepted upon presentation of an MQRIC Statement (which will include level rating) of such qualifications.

Language of Instruction (MoI letter) - Should you have studied at length using English as the exclusive Language of Instruction, please provide an original document with an original signature from one of the Head of the Foreign Institution you would have studied in and attained certificates in your country of origin.

- k. **Specific Country English Language Proficiency Requirements** will from time to time be published in updated documents on the MCAST website.

The various English Proficiency options (of which you only need to have one), are all available in many countries. One may wish to check for the nearest training provider, by going to the website of any one of the above Awarding Bodies specialising in English Proficiency certification.

Accredited courses (as per above **a** to **j**) done through a country's British Council, will also be accepted if the necessary formal documentation, is presented / uploaded.

Other FAQs related to this matter:

- how are CEFR B1 and B2 Proficiency, measured?

This is measured against the level descriptors. One can access link:

<https://www.coe.int/en/web/common-european-framework-reference-languages/the-cefr-descriptors>

- is it sufficient to present A-Level examination in English?

Yes, particularly if this is MATSEC. If this is an International qualification, it is best that the applicant provides an MQRIC statement.

Alternatively, the awarding body issuing and accrediting the certificate presented, will provide level according to the CEFR level Descriptors. This is to be presented on an official Institution's formal letterhead.

- would it be enough to take an English Course leading to formal certification pegged at least at Level B1, as assessed by an English School to apply for any course at MCAST between MQF Levels 1 and 4 ?

Yes, as long as the course / certificate is formally accredited.

Important note: EF SET arrangement is no longer applicable for Admissions into academic year 2024/25

12. How shall I present Certificates / Transcripts / Results of qualifications I already possess and would like MCAST to use these to check my eligibility for the chosen course ?

As has been explained and emphasised earlier in this document, it is essential that you upload all the Qualification Certificates and English Proficiency Certification as required. Without clear scans of these important documents, your application cannot be processed for eligibility.

If you state that you will be obtaining a particular Certificate at a later stage, we will only be able to process your application when you would have submitted the scan of the document accordingly. Eligibility cannot be worked out on certificates which are not yet in hand. However it is important to keep in mind the closing dates of applications. Any certificates need to reach MCAST by the set deadlines for the respective category of International Applications.

Where these Certificates / results / transcripts or similar, are published in a language which is not English or Maltese, you need to find a professional approved translator so that s/he will do the translation to English. This Translation needs to be formally authenticated (by for example an official Embassy stamp). We cannot accept a translation which is done by yourself or by someone who does this informally. The scan needs to show a colour version of the original document which has been raised, with the apostilled stamp / seal and ribbons clearly visible in the scan you upload.

The scans of documents sent to us (uploaded on the online form) as part of the process leading to finding whether you are eligible or not for the course you wish to be considered for here at MCAST, need to be *Apostilled*... meaning that an apostille stamp (seal and ribbons) is applied to the copy of the document you will be scanning. The scan you upload, must be a colour scan showing the original Apostille stamp / seal and ribbons - as applied by the notary or legal agent who has the legal right to apostille the document. The stamp/seal is applied by a notary or an approved government official or similar (always within legal parameters) and needs to respect legal authentication. Your Embassy closest to you, will surely assist with this or refer you to an appropriate source.

Always remember that it is a crime to present falsified (in any manner) documents.

IMPoortant: Once you will arrive in Malta, MCAST reserves the right to ask you to present the original versions of the qualifications and certificates which you would have uploaded on the online form and which would have been used as the basis of any eligibility you will be found as being entitled to. If it transpires that the qualifications / certificates / documents uploaded (included Passport and your Identification Document as issued by your country) will in one way or the other not satisfy the authenticity required, you will be stopped from continuing your studies at MCAST. This will occur, even if the acceptance offer would have already been accepted and you would have been registered as an MCAST student).

We will inform the necessary authorities about this action arising from not being able to present all original and authentic documents.

13. As an International Applicant, what do I need to do in order to apply for a full time course at MCAST ?

Please refer to answers given to FAQ 1 and FAQ 5 above.

In the application form purposely set up for International Applicants in the following link - <https://t.ly/QTwqa> - please fill in all the information you are asked to present. You are also kindly asked to upload all the documents you are requested to - amongst others, these include your Identification Document, Passport, your passport type photo, scans of your Certificates / Qualifications / Transcripts etc. May we remind you that this URL form, is only to be used by those who do not have a Maltese ID number and are entitled for a Maltese eID.

Please read the text throughout the online form (<https://t.ly/QTwqa>). If you read the information provided with every field in the online form, you will find that this is a relatively easy form to fill in. Every item is explained as much as possible. When you come to the Qualifications upload screens, you will only make use of the number of screens according to the number of qualifications you will be presenting. Wherever possible, do not hesitate to include any comments or additional notes to explain matters in related to that particular screen of the form you will be working on. Kindly remember to upload all the documents you are asked to present. Any scans you upload, must be clear and complete (not clipped or incomplete). *It will not be possible, to work on your application, if the uploaded scans you provide, are unclear or clipped.*

Double check that the information you enter will be correct. This will be the only information we will be considering and making use of when raising your account and eventually checking your eligibility for the course you are choosing to be considered for.

14. What are the tuition fees I will be expected to pay (if I am not an EU National) ?

The following is a schedule of payments in relation to tuition fees. Please follow the row related to the Level and the duration of the course you intend submitting an application for.

International Students Course Fee Payment Schedule 2024/2025

Level	Duration	Fee €	1st Instalment to be paid within 30 days of invoice (For First Year First Semester)	2nd Instalment (For First Year Second Semester) February 2025	3rd Instalment (For Second Year First Semester) September 2025	4th Instalment (For Second Year Second Semester) February 2026	5th Instalment (Third year First Semester) September 2026	6th Instalment (Third Year Second Semester) February 2027	7th Instalment (Fourth Year First Semester) September 2027	8th Instalment (Fourth Year Second Semester) February 2028	Total Course Fee
1	1 Year	€5,400.00	€3,400.00	€2,000.00	N/A	N/A	N/A	N/A	N/A	N/A	€5,400.00
2	1 Year	€6,600.00	€4,000.00	€2,600.00	N/A	N/A	N/A	N/A	N/A	N/A	€6,600.00
3	1 Year	€6,700.00	€4,000.00	€2,700.00	N/A	N/A	N/A	N/A	N/A	N/A	€6,700.00
3	2 Years	€8,500.00	€4,000.00	€1,000.00	€2,000.00	€1,500.00	N/A	N/A	N/A	N/A	€8,500.00
4	2 Years	€8,500.00	€4,000.00	€1,000.00	€2,000.00	€1,500.00	N/A	N/A	N/A	N/A	€8,500.00
4	3 Years	€10,000.00	€4,000.00	€1,000.00	€4,000.00	€1,000.00	N/A	N/A	N/A	N/A	€10,000.00
5	2 Years	€9,000.00	€4,000.00	€1,000.00	€2,000.00	€2,000.00	N/A	N/A	N/A	N/A	€9,000.00
6	3 Years	€19,500.00	€4,250.00	€2,250.00	€4,250.00	€2,250.00	No Payment - Benefit from Scholarship Fund € 6,500.00		N/A	N/A	€13,000.00
6	4 Years	€26,000.00	€4,250.00	€2,250.00	€4,250.00	€2,250.00	€4,350.00	N/A	No Payment - Benefit from Scholarship Fund € 8,650.00		€17,350.00
7	18 Months	€7,900.00	€4,000.00	€2,500.00	€1,400.00	N/A	N/A	N/A	N/A	N/A	€7,900.00
7	2 Years	€10,000.00	€4,000.00	€1,000.00	€3,000.00	€2,000.00	N/A	N/A	N/A	N/A	€10,000.00

* OIC Navigational Watch - € 8,500.00 (Same payment terms as Level 4 two-year programmes)
 * Chief Mate - €5,000.00 - Payment terms: € 3500 upon registration and second instalment of € 1,500 in April 2025

Any membership or examination fees related to the course's awarding body - were applicable, as this is not always the case - and not payable to MCAST, are not included in the fees presented in the above schedule.

Should you wish to clarify anything related to fees, please do so by getting in touch with the MCAST MG2I International section ... unless otherwise indicated.

MCAST MG2i international section

✉ mcastintapp@mcast.edu.mt

☎ (+356) 2398 7879

☎ (+356) 2398 7160

15. Is there a way how I can be exempted from paying these fees ?

Exemption from Fees are processed at the Ministry for Education, Floriana. Please refer to the following URL so that you will gain access to all the information which is related to exemption of fees: https://www.servizz.gov.mt/en/Pages/Education_-_Science-and-Technology/Education-Services/Higher_-_TertiaryEducation/WEB542/default.aspx#:~:text=Categories%20of%20applicants%20may%20include,for%20persons%20not%20otherwise%20entitled.

The following is an excerpt taken from the above link.. for your reprisal:

Third country nationals can apply from exemption of fees of state learning institutions if they are so entitled according to Law. Categories of applicants may include asylum seekers, refugees, refused asylum seekers until deported, persons in possession of single permits or a blue card, as well as family members and dependents of those entitled. Fees may also be waived on humanitarian grounds for persons not otherwise entitled.

What you'll get

Exemption from fees for one academic year renewable under same conditions as those governing nationals and EU citizens in accordance with the applicable legislation.

Eligibility

Those eligible should be holders of: i)

Refugee status.

ii) Subsidiary Protection. iii) Temporary

Humanitarian Protection.

iv) Asylum seekers.

v) Failed asylum seekers until deported.

vi) TCN single permit. vii) Long-term resident and other resident schemes. viii) Spouses and

dependants of the above. ix) TCN married to EU and Maltese Citizens and their dependants.

Those who cannot apply include: i)

Study permit holders.

ii) Holders not in possession of a Maltese residence permit.

IMPOrtant Notes:

When you apply for an exemption of fees at the Ministry for Education, you will also be required to submit the MCAST Course Application Form Receipt generated by the MCAST CMIS (which you will receive as an email attachment when you submit the course application).

If you are entitled for an exemption from fees, as soon as you apply for such an exemption, please ensure that a clear scan of the receipt you get from the respective office at the Ministry in Floriana, is emailed to MCASTintapp@mcast.edu.mt and internationalappl@mcast.edu.mt, providing all your details so that it will be added to your profile at MCAST. Without such a receipt, MCAST will not be in a position to proceed with processing your application and issuing the necessary documentation you will require to move ahead with your local process.

IF for any reason you are unable to submit an application for an exemption (e.g. E-residence card is currently being renewed), please contact MCASTintapp@mcast.edu.mt for further guidance. Failure to inform the International office of your status could have serious consequences on your educational journey.

** Further information about this matter, *for UK nationals*, can be retrieved through the answer to FAQ 26 later on in this document.

16. What happens after that I fill in and properly submit the online form ?

- a) Once you properly fill in all the required information and all the documents you can upload through the online form (<https://t.ly/QTwqa>) dedicated to international applications, the process starts off. As a point of information there are many such requests coming in every day, and to this effect the first stage of the process may take up to a few weeks.
- b) You will receive a notification from the email MCASTintapp@mcast.edu.mt that the initial review of your application has been completed. In this email, we may also note that you have failed to provide us with certain information or documents, if this is found to be the case. You will also receive by email attachment a conditional letter acknowledging that you have submitted an application to MCAST. Please add MCASTintapp@mcast.edu.mt to your trusted senders to avoid missing emails.
- c) Based on the information and uploads you present through the form (<https://t.ly/QTwqa>), MCAST will commence the eligibility reviewing of your case. This will involve checking the qualifications you would have submitted scans of (including MQRIC recognition... see answers to FAQ 9 and FAQ 10 above), as well as your English Proficiency. At the time of checking for eligibility to a course, this can only be done based on complete qualifications / certificates you would have in hand at time of vetting - and presented us with. It will not be possible to check an application for a course, if there are certificates which you need to present in order to be eligible, which would be missing / not presented, or are unclear. All the certificates / qualifications and MQRIC documents you present us with, will be checked against the entry requirements related to the course you are choosing (as per MCAST Prospectus 24/25). Throughout the admissions process, we may be in touch with you to request further information or documentation that may be crucial to determining your eligibility.
- d) Wherever it is noted that information is missing, MCAST will be in touch with you for any clarification. This will be done via email communication. If we do not receive a reply from you by not later than 72 hours from email communication, we will understand that you are no longer interested in following up on your initial request and submission. Your record will be closed off, if no reply is received.
- e) Until now, you are still not an MCAST Student ... you are considered as having applied for a particular Full time course of your choice.
- f) Once this process is over - and here again this may take quite a few days, especially if there will be the need to communicate with you for clarifications - the result will be one of the following:
 - i. You will be found eligible for the course you would have chosen or else you would be guided towards based on the certificates you possess (including English Proficiency) - based on the entry requirements to the mentioned course. In this case, you will be issued an offer letter along with a conditions of acceptance letter for you to sign.
 - ii. Your application may not be directly eligible, however would still be entitled to an Admissions Board hearing. The Board will discuss further your package of qualifications and will decide accordingly. This may take a number of weeks in order for a final decision to be reached.
 - iii. Another alternative may be that of considering your application under the Maturity Clause interview possibility. There are set ages for the different level of studies, and besides the minimum age (for different levels of studies), you still need to show that you are academically well-prepared to start off the chosen course.

- iv. The course you chose may require you to attend an interview after the reviewing of your documents. In this case, you cannot yet be found eligible and must await your interview date first.
 - v. You will not be found eligible, and whilst this will be explained to you, you may be offered a different course (probably at a different level) which you may consider to take up.
- g) Depending on the outcome of this process, when you would be found eligible for the course, you will then need to meet our requirements to be permitted to register and enrol in your chosen course. You would need to contact MCASTintapp@mcast.edu.mt and attach your conditions of acceptance letter signed along with either your proof of payment for the first instalment of the tuition fees or a clear scan of the receipt for the application for the exemption of fees issued by the Minister for Education, Sport, Youth, Research and Innovation. Should you require an invoice in order for your payment to be approved by your bank, please contact MCASTintapp@mcast.edu.mt with this request clearly stated. Please see FAQ 14 for more information on tuition fees and see FAQ 15 for more information on exemption of tuition fees.
- h) You will also need to inform MCASTintapp@mcast.edu.mt should you require support in order to be able to obtain a VISA or similar documents. This may include any invoice or similar in view of paying fees as may be applicable for your VISA application appointment. It is important that you contact MCASTintapp@mcast.edu.mt, should you have any doubts regarding the visa process.
- i) Once you have completed our requirements to be permitted to register and enrol in your chosen course, your profile will be created on our CMIS, allowing you to finalise the process in becoming a registered student at MCAST. First, you will receive an automated email (sent to the email address you would have provided us with in the form). It is here that you will be guided as to validate /confirm your account on MCAST CMIS. It is very important that you retain in a safe place the credentials which will be given to you through this validation email. You will need these credentials at various stages through this process.
- j) Once you successfully validate your account log into MCAST CMIS, you will need to review your personal data. At this point, it is crucial at this stage that you provide your Maltese Accommodation Address. It is very important for this data to be updated and it is your duty to keep MCAST informed of any changes. It is also recommended that you provide your Maltese Phone Number at this stage, if available.
- k) Once your data is reviewed, you will be guided to complete data consent questions, which are very important, and must be completed accurately in order for you to become a student at MCAST.
- l) As soon as the data consent questions are completed, ensure that you save your progress and then please exit CMIS. Then, kindly inform MCASTintapp@mcast.edu.mt that you have successfully reviewed your data and answered the data consent questions. Should any of your data need modifying, this would be your chance to inform us of the necessary changes.
- m) Once MCAST Admissions and Records Department gives clearance that your profile is in line with all the requirements, your official acceptance offer will be issued. This is done through the MCAST CMIS Admissions Portal. You will receive another automated email requesting that you log in again to MCAST CMIS to accept the offer and register as a student at

MCAST (refer to www.mcast.edu.mt - How to Apply Online section for any further assistance). Please note that it may take a few weeks for your acceptance offer to be issued.

One final note regarding eligibility. MCAST is keen to welcome you as a student with us. We want to make sure that whatever course you start off, you will be able to move through it without unnecessary hurdles, whilst gaining a positive study experience. This leads to a successful completion of the course you would have chosen. *This is one of the reasons why an entry requirements structure (including English Proficiency as applicable) is set and followed when checking your eligibility to your chosen course.*

17. When will I be considered an MCAST Student?

You will only be considered an MCAST student after that the official Acceptance offer will be sent out to you through the MCAST CMIS, and you will eventually accept the offer. For this to be done, the process explained in the above answer to FAQ 16 needs to be successfully completed. This means that you need to be found eligible for the course you choose, have settled the necessary initial payments or have been given an official exemption from fees... besides having obtained the necessary documents to legally come into Malta.

Full Time courses, start their lectures at the beginning of **October 2024**. Institutes might call students for Induction Meetings and similar, a few days before start of Lecture sessions. Timetables are made available directly by the Institute in which you will be registered as an MCAST student. The Academic Calendar [<https://www.mcast.edu.mt/mcast-academic-calendar/>] can be referred to on the MCAST website so that you will have a clearer idea of the different stages throughout the academic year.

It is particularly important to note, that a full time course of studies at MCAST will only take off if there are enough students ready to start off the course at the beginning of October. MCAST cannot be held responsible for full time courses which you may have been accepted as a student on, but which will not be able to take off given the very small number of students registered for same. The numbers making a course viable, are very small - however the viability of a course can only be confirmed when the full Admissions (local and international) will be concluded at end of September - unless otherwise indicated.

Once registered as MCAST students, those who do not attend regularly or who do not show the necessary progress in their programme of studies, will be reported to Immigration Authorities and will have their visa withdrawn.

18. What is the Maturity Clause?

As explained in the answer to FAQ 16 g (iii), you may be referred to a Maturity Clause Interview. This depends on your age, but also on whether you would have shown (through the documents uploaded in the form) that you do have at least a minimum academic preparation to start and eventually successfully manage to complete a programme of studies.

The age structure, is as follows:

- ✓ At least 19 years if you wish to be considered to join an MQF Level 3 Diploma at MCAST
- ✓ At least 21 years if you wish to be considered to join an MQF Level 4 Advanced Diploma at MCAST
- ✓ At least 23 years if you wish to be considered to join an MQF Level 5 or 6 Higher Diploma or Degree at MCAST
- ✓ At least 27 years if you wish to be considered to join an MQF Level 7 Mater's programme, at MCAST

Age is not enough... you would also need to present documentary evidence of past educational experiences. In order for a Maturity Clause interview to be held, you would need to have submitted your CV (using the Europass format), official proof of past and current work experience, as well as a motivation letter written by yourself, explaining why you wish and feel that you are to be considered for the course you will be opting for.

The Maturity Clause, calls for an interview to be held as well as any other possible form of assessment of your academic preparation and skills.

19. What shall I do if I encounter a difficulty throughout this process of using the International Applicants' online form (<https://t.ly/QTwqa>) ?

If after that you have read the answers to these FAQs and any other exchange of emails with you, you can always send an email to MCASTintapp@mcast.edu.mt or internationalappl@mcast.edu.mt.. It is very important that in the email you send, you are clear in what you are asking and the information you want an answer to. If need be, include any screenshots to help you explain your point. Emails without any text in them and without being signed off clearly using your full name and surname and any other information you can give to identify yourself, will not be replied to.

Always keep to the same thread of emails... do not start a fresh new email whenever you communicate with MCAST. Send your email as an email reply to the one you would have received from us. That way the trail of communications can be followed and so it will be easier for you to receive any replies and assistance from MCAST. Given the high traffic volume, it may take a few days until we will be able to reply to your email.

There may also be other ways how we can suggest that we communicate with you so as to assist you with your difficulty or clarification:

- ✓ Should the need arise, we will get in touch with you via MS Teams - which you can access for free when clicking on the link of the calendar invite which we would have sent you via email to

your email address. That way we can discuss your difficulties during a short meeting which we will set up an appointment for.

- ✓ We can ask you to use the following link so that we can have visibility to what you will be seeing on your laptop or PC... that way we can better guide you based on what we will be seeing. Once you access this [AnyDesk](https://anydesk.com/en/downloads/windows) link, the person at the other end of the line will ask you for a Number which will be required to gain access to what you will be seeing:
<https://anydesk.com/en/downloads/windows>

20. Can MCAST assist with finding accommodation in Malta?

MCAST does not offer its own accommodation facilities. Searching around over the web or social media for privately owned accommodation arrangements, is rather easy to do. Malta is a small Island and travelling distances are relatively short. The Public Transport network is also properly spread and adequately effective ... visit <https://www.publictransport.com.mt/>

21. I am interested in the Chief Mate programme... what further information is available?

The Chief Mate course is launched depending on the number of applicants who besides being eligible as per Prospectus Entry Requirements, must present a 'Letter of Eligibility' from Transport Malta prior to starting the course. The letter of eligibility will confirm that the applicant is fully qualified as Officer-In-Charge of Navigational Watch and has spent the required minimum of one year sea time in that capacity. There is no fixed date when the Chief Mate course commences, but this is usually planned for beginning of January. Main reason being that applicants would not really be committed to sea at that time, and can better attend full time for one year academic learning. Transport Malta schedules written exams for July and October, with resits organised accordingly by TM itself. The Chief Mate course will be completed when candidates sit for their oral exams around end December/beginning January of the subsequent year. All written and oral examinations are organised, corrected and results issued by Transport Malta. During the Chief Mate course, STCW ancillary short courses, like advanced fire-fighting, medical care, ECDIS and Navigation radar are held as part of the end certification for Chief Mate standard.

22. I am interested in a Master's Programme... what else do I need to know (besides above information in this document)?

Master's programmes at MCAST, are delivered by default on a part-time basis. Kindly keep in mind that the Master's programme you will choose as an International applicant, needs to be on a full time basis if a Study Visa is required. Should there be enough eligible applicants, the Master's programme will be offered on a full-time mode so that one can consider requesting a study VISA - accordingly. This will be communicated as part of the application process which will be ongoing, and an applicant will be informed of the situation when it will be clear that there are enough eligible applicants for the Master's programme to take off on a full-time basis.

In regards to the tuition fee for International Non-EU applicants who will be found eligible for a Master's programme, this will tentatively vary between Eur 7,900 and Eur 10,000. The exact fee - depending on the selected Master's programme can be communicated by the MG2I International

section promoting the programmes in the International market. For further information regarding fee structures of all other courses offered at MCAST, one can refer to FAQ 14.

23. Can I apply for a course that starts at a different time during the year (after October 2024)?

In need for such information, kindly contact **MG2i International** to receive a list of currently available International Bespoke courses which have different start dates throughout the year.

✉ mcastintapp@mcast.edu.mt

📞 (+356) 2398 7879

📞 (+356) 2398 7160

24. What if I am a Non EU Student (Third Country National), who will be doing Apprenticeship as part of my studies ?

If the programme of studies you wish to be considered for (and will be found eligible for) includes an Apprenticeship / Work Based Learning unit, JobsPlus (the local employment agency - distinct from MCAST) is making specific arrangement which you are kindly asked to be informed about and take the action as necessary

Permits required for Third Country Nationals (TCN) and employment licenses from Jobsplus.

Third Country Nationals who need to carry out an Apprenticeship/ Paid Work Placement as part of their programme of studies, are required to obtain an Employment License (work permit) before commencing work.

As per new procedure, Jobsplus are accepting applications for the required Employment License from the MCAST students (non-EU), even if the period of the apprenticeship/paid placement exceeds 6 months. Thus third country nationals are to be guided accordingly.

It is important however to note that once these TCN students complete their programme of studies, they would need to apply for employment license through the Single Permit route through Identity Malta Agency.

The following grabs from Brochures which JobsPlus has raise for the purpose... should help you further understand what you need to do



JOBSPLUS.GOV.MT

Notice to TCN APPRENTICES.

If you are a Third Country National and need to carry out a **Work Placement** as part of your studies, you will require an **Employment Licence** (work permit) to be able to perform such work.

- You will need to apply for an **Employment Licence** with Jobsplus.
- Your prospective employer will need to help you fill in your application.
- The list of documentation required, and template forms may be downloaded from Jobsplus' website.
- Documentation may be submitted to Jobsplus either via email, by post, or by hand after setting an appointment with the Employment Licences Unit.
- Once a complete application is verified as submitted, this is sent to various stakeholders for their approval.
- Work placement may only commence once the Employment Licence is issued.

Online forms can be obtained directly from the Jobsplus website:

<https://jobsplus.gov.mt/resources/forms>

In need of any further information, one may wish to contact directly Jobsplus as follows:

HR
QUALITY
MARK

FOUNDATION FOR
HUMAN RESOURCES
DEVELOPMENT

CONTACT US
applications-licences.jobsplus@gov.mt
22201280 – 291

Find us on social media.

25. What if I have an active and valid Maltese EID, and I still submit an online form under this category?

If you try and pass through this mode of applying for an MCAST programme of studies, and it will transpire that you are entitled to an active and valid EID, this application (without EID) will be cancelled and will not be considered any further. Being in possession of (or eligible for) an EID, leads to the only recognised validation to have an account on MCAST CMIS.

26. What information can I have regarding the withdrawal agreement between the UK and the EU with regards to exemption of fees

Following consultations and clarifications made by the International Relations and Policy Implementation Department (IRPID) within the Education Ministry with the European Union Coordination Department (EUCD) of the Ministry of Foreign and European Affairs and Trade, the Ministry for Education, Sport, Youth, Research and Innovation has issued guidelines concerning the beneficiaries in Malta of the withdrawal agreement between the UK and the EU with regards to exemption of fees.

Such beneficiaries who are in possession of a Malta residence permit or an interim residence permit which clearly shows the type of permit being *Artikolu 50 TUE* and the remarks underneath being *Artikolu 18(1) tal-Ftehim* automatically enjoy the same rights as Maltese citizens and do not require to apply for exemption of fees. A specimen copy of the relevant residence permit and interim permit are included.

This is similar to the agreement that the EU holds with the European Economic Area (EEA) countries which include all 27 EU member states, Iceland, Liechtenstein and Norway as well as Switzerland. Countries falling under EEA and Switzerland also do not require an application for exemption from fees as they also enjoy the same rights as Maltese citizens.

UK nationals who do not present a residence permit or an interim permit under Article 50, as listed above, are considered as third country nationals and therefore need to apply for exemption of fees with the Board of Exemption of Fees as per normal practice. Each application will be considered under its own merits.

27. When can I expect a decision on my application as an International Student?

This is rather difficult to present as a set answer to a very common FAQ. It will all depend on a number of important matters. If the form you submit will have missing documents and details, it will be hard to get this processed and surely it will take much more time until MCAST will be in touch with you so that you will present what is found to be missing. Such a contact with you, may take from 4 to 6 weeks after you submit the form.

It is very important that you react and reply to any email communications, which will reach you through MCAST MCASTintapp@mcast.edu.mt and/or internationalappl@mcast.edu.mt. As will be required, MCAST will be in touch with you through email communications, in order to keep you informed about the status of processing of your application, request clarifications from your end, or ask for any missing uploads. If a reply will not reach us back by a given deadline (as given in that same email communication) we will understand that the applicant is no longer interested in the application submitted to be considered as an MCAST student - and it will be closed off accordingly. Once the Admissions eligibility process is successfully over, the second part of the International applicant's process will be referred to MG2I International Section. They will guide the applicant

accordingly with all that will be needed in order for the applicant to start off the Study VISA process or any other process as required. The full process must be completed in good time for an International applicant to be able to come over to Malta in time for lectures on Full Time Courses, which will start at beginning of October 2024. Hence, a very important tip.... Do not leave till the end of June to submit your form and all required documents. You are urged to do this at the very earliest - as explained at the beginning of this document.

MCAST Admissions Department, and eventually MG2I International (within MCAST), will be very willing to assist and communicate along the way.

It is to be noted that the information in this document is to be read together with any other emails communicated to prospective international applicants, as well as to the information found in the online International application form (<https://t.ly/QTwqa>).

Current version of this document is being published as at *15th January 2024 (v1 / 24)*,
by the Admissions and Records Department within the **MCAST**
Office of the Registrar

MCASTintapp@mcast.edu.mt or internationalappl@mcast.edu.mt.



MCAST