

Student Application Process

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Applying for The Course

1. Updated Curriculum Vitae (CV)
2. Scanned copy of all academic and vocational qualifications, including transcripts of results
3. Scanned copy of Police Conduct Certificate (If Applicable)
4. Scanned copy of passport or ID card
5. Scanned copy of an approved English Language qualification (ex. Minimum 5.5 Bands in IELTS)
6. Personal Statement
7. 1 reference letters from past academic institutions and/or employers
8. One passport-sized photo

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Verification of Documents

The submitted documents are verified by the Academics Department.

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English Literacy Interview

An appointment is established between the student and the Admissions Officer to test the spoken English language ability of the student and is carried out by means of a video call (Microsoft Teams).

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Review Process

If the College approves the student, the Admissions Officer shall send the following to the student:

1. Conditional Offer Letter
2. Invoice

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Program Fees

The payment by the student is required to secure a place at the College and start the Visa application process with the Visa Authority. Students can also pay online (We'll share the payment link).

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College Documentation (Visa Support Documents)

The Admissions Officer shall send to the student the following documents:

1. Acceptance Letter
2. Program Timeline
3. Receipt
4. Updated Invoice

***The Management holds the final decision to accept or reject any admission.**

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Extended Visa Submission Process

- a) The Admissions Officer will be booking VFS appointment on behalf of the Student.
- b) The Student has to prepare and submit documentation as per the Checklist to start the Visa Submission process on the VFS Appointment date.
- c) The following are the documents:
 1. Visa Support Documents
 2. Bank Statement
 - i. Covering a period of the last Six months
 - ii. A minimum of €11,000 balance is required
 - iii. Bank Certificate &, if applicable: Sponsor Affidavits
 3. Reference letter from Employer (If you are doing Job) or College/University (If you are student)
 4. Visa Application Form (Digitally text Fill)
 1. Valid Passport (With a remaining validity period of at least two years.)
 5. Travel Insurance (covering a minimum of 91 days from date of departure)*
 6. Flight Tickets*
 7. Proof of Accommodation (at least 15 nights+ of confirmed accommodation)*
 8. Recent passport photo according to ICAO standards (not older than 6 months)

**A gap of 45 days is required from the Visa Submission Documents to the booking of the travel tickets, travel insurance, and accommodation.*
- d) Students will be notified by email and invited for a visa interview 3-4 weeks after document submission.
- e) After Completion of the Visa interview passport will be sent back with the decision taken by the Visa authority.

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Overview When Travelling to Malta

- a) After Visa approval, the student must send a copy of the Visa to the Admissions Officer.
- b) The Admissions Officer shall advise the student of the intake start date and send a list of important items to carry to Malta, especially the **laptop** for assignments and a checklist to apply for the residential permit.
- c) Once all the information is communicated to the student, the following information must be sent by the student to the Admissions Officer:
 1. Flight Tickets
 2. Hotel Reservation
 3. Accommodation Booking
- d) It is very important that upon arrival to Malta, the student communicates with the Admissions Officer to set an appointment for the remaining formalities.