Online Application for Admission Guidelines – Local Qualifications

Please note that not all of the following sections will be visible on application form. Your application will be customised to ask you only the information that you need to supply.

Second Preference Course

All applicants may apply for another course as a second preference. However, this option is not obligatory. Those applicants who do not satisfy the Special Course Requirements for their first preference course, or who are applying for a course in which a limited number of students are accepted, are advised to apply for a Second Preference course.

You may proceed with your application by clicking the ‘Save and Continue’ button when you have completed all the applicable fields.

However, if you wish to save your application form at this point and continue it later, please click the ‘Save and Complete Later’ button. This will exit you from your online application while saving all the data you have entered so far. You will automatically receive an email on your personal email address confirming your application status.

Qualifications type presented

It is important to choose the type of your qualifications correctly, since this choice will determine the contents of your application. If you are presenting

- **Overseas qualifications** - please select the 'overseas qualifications' option to proceed with your application.
- **Local qualifications** - please select the 'local qualifications' option and choose your highest level of qualifications.
- **Both local and overseas qualifications** -
  - Applicants possessing one of the following qualifications are considered as Local qualifications applicants:
    - University of Malta degrees and diplomas, the Matriculation Certificate, MCAST Diplomas, ITS Diplomas, the ACCA qualification, BTEC Diplomas, the International Baccalaureate Diploma, the European Baccalaureate Diploma, City & Guilds Diplomas, the Certificate in Banking of the Chartered Institute of Bankers.
  - Alternatively, you are asked to contact the Admissions and Records Office quoting the course/s you wish to apply for together with a list of your qualifications (including the awarding body, level, grades and year
obtained). Staff from the Admissions Office will then inform you on how to proceed with your online application.

Privacy Statement

In this section, you will need to confirm that you have read and agreed with the University of Malta Privacy Policy before proceeding with your online application. You can view the Privacy Policy of the University of Malta here.

Personal Details

In this section of the application form, you will be asked to provide us with further personal information in addition to that already supplied.

- **Maltese Identity Card Number OR Previous Student Number** - If you are in possession of a Maltese ID number, please specify it in the first field of this section. If you do not possess a Maltese ID number, but have been an applicant/student at the University of Malta, please enter in the second field the assigned student number which was given to you by the University. These fields should be left blank if not applicable.

- **Nationality** - please choose your primary nationality. If you have dual nationality, you are required to fill in the '2nd Nationality (if dual)' field, otherwise please select the 'not applicable' option.

- **Country/Countries of residence** - please list the countries of residence for the last 4 years, selecting the 'not applicable' option where appropriate.

- **Email address** - The University of Malta will need your personal email address to send you any correspondence about the online application. Once you are accepted as a University student, you will be given further instructions to create a New User Account which will give you access to facilities offered by the IT Services of the University of Malta. You can view the services offered by the IT Services here.

Applicants with a Medical Condition or Disabled Applicants

It is your interest to inform the University of a disability or long term medical condition. This information will be used to enable the University to provide you with appropriate help and services to facilitate your studies. Should anything change during your studies, please inform us.

The University of Malta may also collect personal information supplied through the use of web-based forms and surveys. This information will not be supplied to any third party, and will only be used for subsequent communications, if indicated by you, the user, at the time of submission. This notwithstanding, in submitting your personal information online, you are agreeing that University staff may use your details for the purpose of conducting the business of the University, including providing you with appropriate help and services to facilitate your studies.
**Matriculation Certificate**

This section is only visible for applicants who in the past five years sat for and successfully completed the Matriculation Certificate Examinations (minimum of 2 Advanced Level and 4 Intermediate Level examinations including Systems of Knowledge) and are eligible for the award of the Certificate for the first time. The Matriculation Certificate results that you have obtained should be displayed. If the information in this section is incorrect, please contact the technical support staff. You are required to confirm the subjects, the results, the session and your Index Number before proceeding.

**Secondary Education Certificates**

If applying for undergraduate courses, you are required to confirm whether you are in possession of Secondary Education Certificates at Grade 5 or better (or equivalent) in Maltese, English Language and Mathematics. Please note that the only recognised Examining Board for Maltese is the MATSEC Board.

**Other Academic Qualifications**

Please list any other academic qualifications that are not part of your Matriculation Certificate but are relevant to your application in terms of the special course requirements. In this section, please list also any subjects for which you are still awaiting results.

**Other Qualifications**

You are required to list any qualifications / certificates that are not part of the Matriculation Certificate but are relevant to your application. eg. ECDL or City & Guilds Certificates.

**Revision of Papers**

Please indicate the subject/s for which you intend to apply for a revision of paper. Kindly make sure that you include the subject name and the level of study e.g. Biology (Advanced Level). If you enter more than one subject, please separate the subjects by using commas. You do not need to present the results of the revision of paper to the Admissions and Records Office since they will be forwarded directly by the MATSEC Support Unit. This section may be left blank if not applicable.

**Academic Degree Qualifications**

If you are applying for a postgraduate (further studies) course, please use this section to specify any University qualifications that are relevant for your application.

**Research Area**

For some postgraduate (further studies) courses, you may need to outline the field of research you propose to carry out. This section will only be visible for courses that require this proposal to be submitted. The research proposal should be prepared in a document (e.g. PDF format) and should include:

- a provisional title for the dissertation,
• a research proposal of at least 300 words,
• in the case where studies will be undertaken on a part-time basis, the number of hours that will be dedicated to research work.

The document/s should be submitted to the officer in charge of the Faculty/Institute/Centre where you will be carrying out your research by not later than one week after submission of your online application. Contact details will be provided in this section.

Previous history at the University of Malta

In this section please indicate whether you are, or have previously been, a student at the University of Malta. Note that students cannot follow two courses concurrently unless with special permission of Senate, which is only given in particular instances.

Employment History

Some postgraduate (further studies) courses may require that you specify your employment history. If the regulations of your course require that you supply this information, please use this section to input such details.

Teaching Experience

Some postgraduate (further studies) courses related to the education sector require that you specify your previous teaching experience. This section will appear only if you are applying for these particular courses. To check whether you will need to give details about your teaching experience before starting the application, you can check the bye-laws related to the Faculty of Education here.

Educational History

You are requested to indicate the Secondary school and the Post-Secondary school that you attended. You can choose from a list of all state, private, and church schools in Malta and Gozo.

Statistics

This statistical data will only be used for research purposes and does not form part of the selection procedure. This is an optional section and you can decide not to divulge such information.

Application Fee and Payment Method

A non-refundable application fee is payable prior to submitting an application for admission to the University of Malta.

You may pay the application fee via a secure payment facility. Once you click the 'Pay to Submit Application' button which is found at the bottom of the page, you will be prompted to input the card holder details which include card number, card expiry date, CVV number (if paying using VISA) and the card holder's name.
Other alternative methods of payment include paying via Internet banking or at bank branches. If you choose these types of payment, you will be asked to fill in the receipt number found on the Bank Receipt / Internet Banking Transaction Number given to you upon payment of the application fee.

When you pay your fee through Internet banking, please select the University of Malta as your payee and make sure that you input the Name, Surname and ID Number of the applicant, to enable the University Finance Office to keep track of your payment. Payment at bank branches may be deposited in following accounts: HSBC account number: 085031458051 or Bank of Valletta account number: 40013540847. You will not be allowed to submit your application if you do not fill in this section. Please note that your application will not be processed until payment has been made. It is important that you keep the bank receipt or a printout of the transaction reference page for proof of payment since you will be requested to produce it when you are accepted as a University student.

You have the facility to save the data you have entered so far until you obtain the required payment details. For courses starting in October, it is important to note that the normal application period closes in mid-July (Further details can be found here). The following images show samples of the bank payment receipt number that needs to be entered online:

![Promotional Material and Questionnaires](image)

The Office of the Registrar receives requests to forward emails on behalf of University of Malta / Junior College staff / students, Senate recognised students' organisations related to activities being organised, questionnaires required for research etc. The Registrar evaluates the nature and the purpose of such requests and gives consent or disapproval accordingly.
If you do not wish to receive such material, you can use this section to give instructions that your data is kept confidential.

18/11/2017