

# Student Application Process

1

## Applying for The Course

Click here: <https://gcm.edu.mt/application-form/>

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

2

## Verification of Documents

The submitted documents are verified by the Academics Department.

3

## 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).

4

## Review Process

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

1. Conditional Offer Letter
2. Invoice

5

## 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 may wish to pay online using the following link: <https://gcm.edu.mt/payment/>

6

## 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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## 7

**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 form Employer (If you are doing Job) or College/University (If you are student)
  4. Visa Application Form (Digitally text Fill)
  5. Valid Passport (With a remaining validity period of at least two years.)
  6. Flight Tickets
  7. Proof of Accommodation (at least 15 nights+ of confirmed accommodation)
  8. Travel Insurance (covering a minimum of 120 days from the date of departure)
  9. GDPR Form
  10. International ATM Visa or Master Debit Card of the student
  11. Recent passport photo according to ICAO standards (not older than 6 months)
- 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, the passport will be sent back with the decision taken by the Visa authority.

## 8

**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.