ADVICE NOTICE ON THE USE OF THE COURSE APPLICATION PORTAL.

PLEASE KEEP THIS DOCUMENT OPEN IN A SEPARATE WINDOW TO HELP YOU TO FILL IN YOUR APPLICATION ONLINE.

Please read this advice notice in full, before proceeding to fill in your application.

PAGE 1. – COURSE APPLICATION

1. There is no need to hurry. Take your time to fill in the information requested in the portal correctly.

2. In the first section of the application you will be required to enter your personal details i.e. **Name**, **Surname**, and **postal address**. Please fill in both **address lines**.

Personal Details:

Name
Surname
Address line 1
Address line 2

City	Postal code

Country ⌄

It is very important that the details are entered correctly, especially your *name* and *surname*. **Please check carefully your spelling.** These may be corrected later but it will take time and there will be a charge.

3. In the second section, you will be required to select your **Date of Birth**, **Your Country of Birth** and your **Nationality** from the dropdowns. You will also be asked to enter your *ID Card Number*. If you do not have an ID number, please enter your Passport Number.

ID/Nationality:

Date of Birth:	DD ⌄	MM ⌄	YYYY ⌄

ID Card Number
Country of Birth ⌄
Nationality ⌄

4. In the third section, you will be required to enter your contact details i.e. your **email address** and **mobile number**. You will also be asked to select the prefix country calling code of your mobile phone from the dropdown.

Contact information:

☐ email@example.com

Enter a Valid Email to Send Verfication Code

👤 Enter Verification Code

(+356) ⌄ | 📞 Mobile Number

Please enter your email address and press **Send Code**. This will send you a verification code to your email address to verify it.

Contact information:

☐ name_surname@gmail.com|

Send Code

👤 Enter Verification Code

(+356) ⌄ | 📞 Mobile Number

Check your emails and go to the email containing the verification code.

Your verification code

g **GMC Course Booking**
to me ⌄

Dear Applicant,

Your verification code is: 802668.

Best regards
German-Maltese Circle

Copy the verification code into the **Enter Verification Code** field.

Contact information:

☐ name_surname@gmail.com

Send Code

👤 802668

(+356) ⌄ | 📞 Mobile Number

5. In the fourth section, you need to select the course that you wish to take.

Course/Payment Details:

Select an Course from dropdown ⌄

6. At the end you will select your payment method. At the moment only **payment by Direct Bank Transfer** is possible.

Pay with Bank Transfer ⌄

7. Please tick the first box if you are under 18 years of age. This will automatically get ticked if you enter your age and you are younger than 18 years old. **Please do not tick/untick it as it will not allow you proceed further if it does not match your age.**

☐ I am under 18 years old

In case you are under 18 years, please download and print the *Guardian Authorization Form*.

All students under the age of 18 need to have the Autorization Form signed by their Guardian.

Upload Signed Guardian Autorization Form

The Guardian should fill in, sign and scan the *Guardian Authorization Form*. The scanned copy is to be uploaded by means of the *Choose File* button in this section.

Upload Signed Guardian Autorization Form

Choose File   No file chosen

8. Please tick the second box if you are a candidate with a disability or special needs.

☐ I am with a disability or with special needs

In this case, please download and print the *acceptable evidence of disability* form.

All claims will be evaluated in accordance with the relative Terms & Conditions issued by the Goethe Institute.

Upload acceptable evidence of disability

Please have the *acceptable evidence of disability* form filled in by a Medical Professional, and scan it. The scanned copy is to be uploaded by means of the *Choose File* button in this section.

Upload acceptable evidence of disability

| Choose File | No file chosen |

9. Please tick the third box if you are not in possession of an ID Card.

☐ I am not in possession of an ID Card

In this case please upload a passport size photo of the candidate by means of the *Choose File* button in this section.

Upload passport size photo

| Choose File | No file chosen |

10. Please tick the last box after you have **read and understood carefully** all the course's regulations.

☐ I confirm that the information submitted is correct and that I have read and abide by regulations on the German-Maltese Circle's website.

11. Please double check that you have entered all the information requested correctly BEFORE continuing with the application. All input textboxes should have a *green box* around them.

Joe

If any data is still missing or incorrect, there will be a *red box* around the corresponding input textbox or dropdown.

Name

12. **When all data is been entered correctly, the button at the bottom will change to *Continue*… (If it remains as *Incomplete Application*, carefully review all the input fields and check which ones are still marked in red)**

Continue...

13. Press **Continue** to go to the next page for payment.

PAGE 2 – PAYMENT.

1. The price and the course selected are clearly indicated on the left hand side of Page 2.

← □ German-Maltese Circle

Pay German-Maltese Circle

€75.00

Summer Classes for Primary Students - Year 5&6   €75.00

2. Please pay the amount by Direct Bank Transfer to the IBAN account number indicted on the right hand side of the page.

 - Beneficiary Name: German-Maltese Circle
 - Banker : Bank of Valletta
 - IBAN : MT79VALL 2201 3000 0000 4002 4006 574
 - BIC : VALLMTMT

3. When the payment has been made, please upload a scanned copy of the Bank document, by pressing the *Choose File* button in this section.

Bank Transfer Proof

Choose File | No file chosen

4. Please insert the bank *Reference Details of the Transaction* as shown on the bank document where indicated. **There are some examples on how to fill this field, depending on your bank.**

Reference Details of the Payment

Reference Details of the Payment

Include your Name, Surname and Course in the payment Details.
Some examples of Payment Detail are BOV, HSBC, and Revolut.

5. Kindly recheck that all the submitted information is correct and that the bank transfer was completed. Only then, tick the box confirming this.

☐ I confirm that the information submitted is correct. I understand that if the money transfer to the GMC Bank account is not affected within one business day, the application will be rejected immediately.

6. When you are ready and entered all the required fields, the button will be enabled to allow you to submit the application. Please press the Button *Submit for Verification.*

Submit for Verification.

At this stage your application is registered in our system.

PAGE 3. – SALES RECEIPT.

1. A sales receipt will appear with the details of the Candidate, the course selected and the total amount paid.

2. We recommend that you download a copy of the Sales Receipt by pressing the *Download Receipt as PDF* button at the top of the page. You may save a copy of this document in a folder in your computer for later reference.

3. We also recommend that you send a copy of this Sales Receipt to your mailbox. You can do so by pressing the *email invoice* button at the top of the page. By default, you will not receive the invoice by email unless you press the button.

4. In your receipt, you will notice that the Booking Status is ***Pending Approval***.

Intake period:	March 2024
Booking Status:	Pending Approval

5. You will receive a revised Sales Receipt in your mailbox with the status changed to *Completed* once the Bank Payment has been confirmed by the administrator. This may take up to 4-5 working days. ***Only the receipt with the Booking Status marked as Completed will be accepted as the final official receipt.***

Intake period:	March 2024
Booking Status:	Completed

AT THIS STAGE YOUR APPLICATION IS COMPLETE, AND IS REGISTERED IN OUR SYSTEM.

PLEASE PRESS THE CLOSE BUTTON AT THE TOP OF THE PAGE TO GO BACK TO THE WEBSITE

OF THE GERMAN-MALTESE CIRCLE.

THANK YOU!

PLEASE NOTE THAT THE NOTES AT THE LOWER END OF THE SALES RECEIPT SHOULD BE READ CAREFULLY.