

## Programme Application Procedure for Students (Blended Learning Programmes in Malta)

Last revision: 2024/03/12

1. Applicants can **register directly or through their local agent** via the Advenio eAcademy website using the online registration links provided. In completing the application form the name of the local agent, if any, needs to be included.
2. Applicants need to send the following **support documents** to [admin@aea.academy](mailto:admin@aea.academy).
  - Copy of curriculum vitae (CV). This should preferably be in the Europass format.
  - Certificates of Higher Education (in English) or certified translated copies of certificates if these are not issued in English.
  - IELTS Scoresheet/English Language Proficiency Certificate (A letter from the last educational institution attended stating that the language of Instruction of the programme cited was English, and the applicant is proficient in English)
  - Signed Motivation letter (In English) explaining applicant's motivation to join the relevant programme.
  - Copy of the Passport
3. After review and verification of the documents, applicants will receive an invitation to join an **online interview** where the discussions will be based on academic background and work experience if any. Applicants are required to present their passport for ID verification at the start of the interview. Interview sessions will be recorded for quality assurance and regulatory compliance.
4. Approved applicants will receive a formal **student agreement** with relevant terms and conditions along with an **invoice to cover the 50% deposit on the programme fee** and a non-refundable charge for the ID Malta Extended Service Visa Appointment.
5. Applicant must **sign relevant student agreement and return to Advenio eAcademy**. The **payment of the invoice is to be effected by the applicant to the Malta bank account** of Advenio eAcademy, details of which are provided in the student agreement.
6. Applicants requiring the assistance of Advenio eAcademy to arrange their accommodation, need to **confirm their request** as soon as possible, for the necessary introductions and discussions to be held. Applicants are required to pay the accommodation rental fees as per the norms of Visa facilitation services to be able to provide the relevant accommodation receipt when applying for the VISA.
7. On receipt of funds by Advenio eAcademy the **Official Confirmation** of the student's registration to the programme will be sent. This will be accompanied with a countersigned agreement and an official receipt of funds received.
8. **Student Visa Application** (for third country nationals) – The Visa Appointment dates will be booked by AeA and a system email confirmation will be sent to the applicant's email address. Applicants then need to attend the appointment at the designated Visa Office and submit the required documents listed in the Study Visa checklist for Malta.