

Programme Application Procedure for Students (Online Learning Programmes)

Last revision: 2025/10/24

1. Applicants can register directly through the **Advenio eAcademy Website** using the online registration links provided. A registration fee of Eur 90 must be paid along with the application. This amount will be deducted from outstanding fees for those applicants who are successful in their application for the programme of their choice.
2. Alternatively, applicants can register through their local agent.
3. Applicants need to send the following **support documents** to admin@aea.academy copy sales@aea.academy.
 - a. Copy of curriculum vitae (CV). This should preferably be in the Europass format.
 - b. Certificates of Higher Education (in English) or certified translated copies of certificates if these are not issued in English.
 - c. 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)
 - d. Signed Motivation letter (In English) explaining applicant's motivation to join the relevant programme.
 - e. Copy of the Passport/ID
4. 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, work experience and pre-programme course work submitted.
5. Approved applicants will receive a formal **student agreement** along with an **invoice to cover the 50% of the programme fee** amount due by way of non-refundable deposit.
6. The student needs to **sign relevant agreement and return to Advenio eAcademy**. The **payment of the invoice is to be effected by the student to the Malta bank account** of Advenio eAcademy, details of which are provided in the student agreement.
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. The login details to the eLearning platform will be issued to the students.