



15 STEPS TO APPLY FOR MTCP COURSE

01 Click "Course Title".

02 Click "Apply Course".

03 Click "New Application Form".

04 Fill in all required information in "Personal Details" section, and click "Continue".

05 You will receive an email titled "Saved Draft Application Form for MTCP". Check the email address you provided. Click the link provided in the email.

06 Enter the OTP number sent to you in a separate email.

07 Complete the remaining sections on "Contact Details", "Employment Record", "Education", "Reason for Applying", and "Language Proficiency".

08 In the "Language Proficiency" section, provide a URL link to a self-introduction video on why you wish to participate in the course.

09 Submit your application, then check your email to print your application form.

10 To print the form, click the link provided and enter the OTP number sent to you in a separate email.

11 Click on "Print Application".

12 The **Medical Form** on page 4 of your application form is to be completed by certified medical professionals.

13 Obtain an endorsement from your home country's Ministry of Foreign Affairs or National Focal Point.

14 The **endorsed** form should be submitted **ONLY through diplomatic channel** via the Embassy of Malaysia / High Commission of Malaysia in the host country or accredited to the applicants' country, by the Ministry of Foreign Affairs or National Focal Point (or applicants).