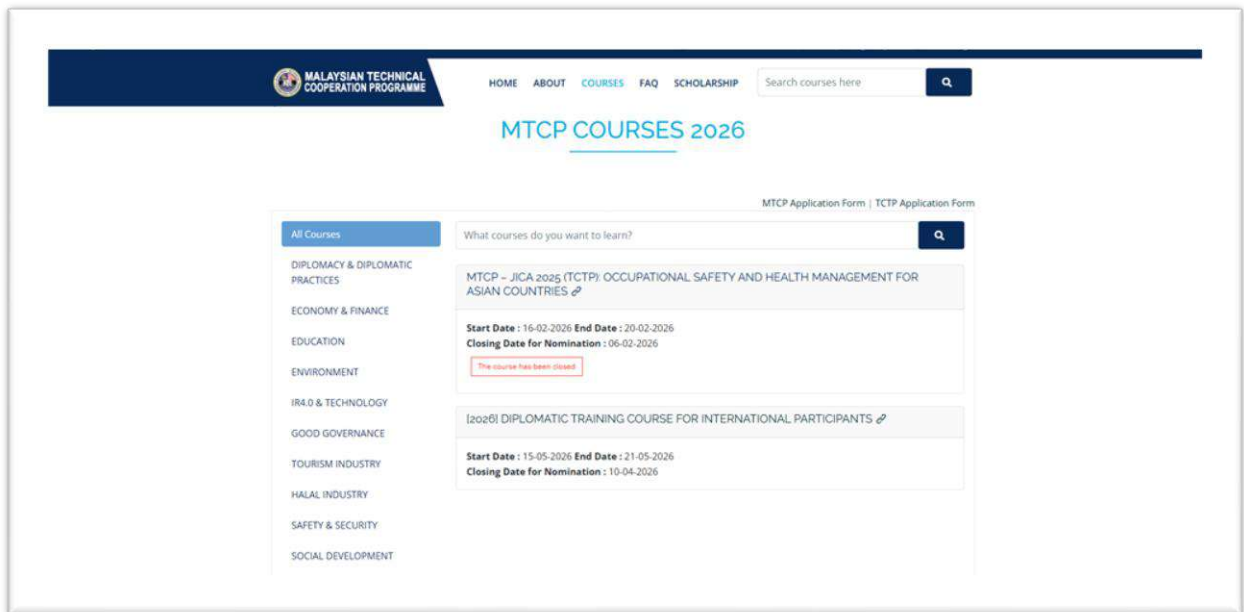
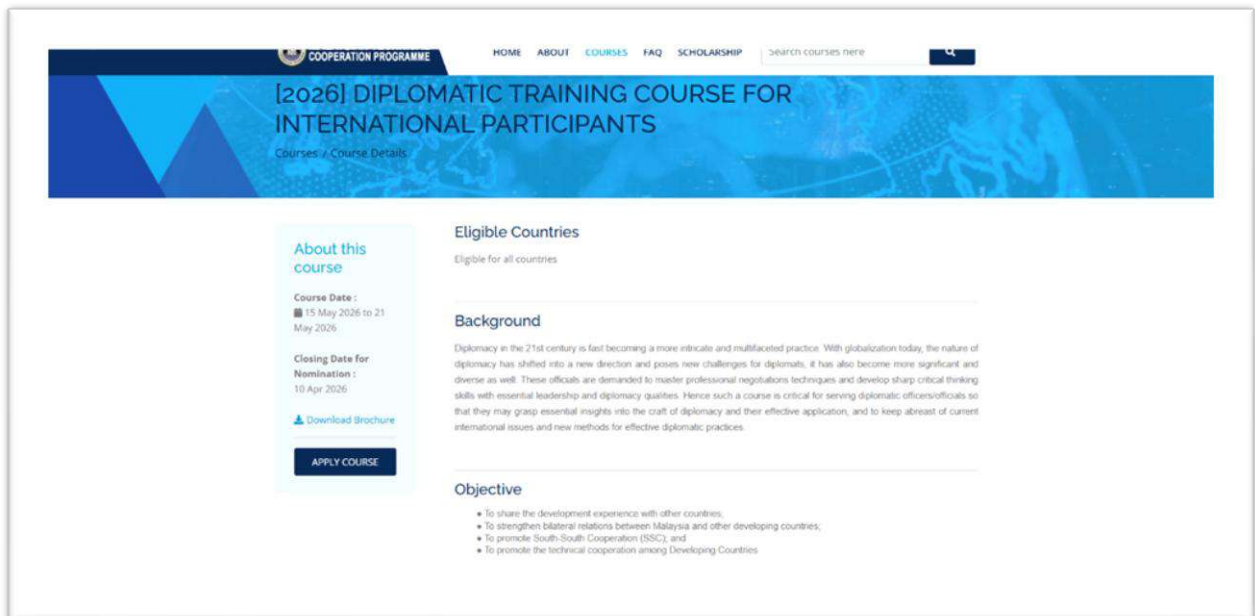


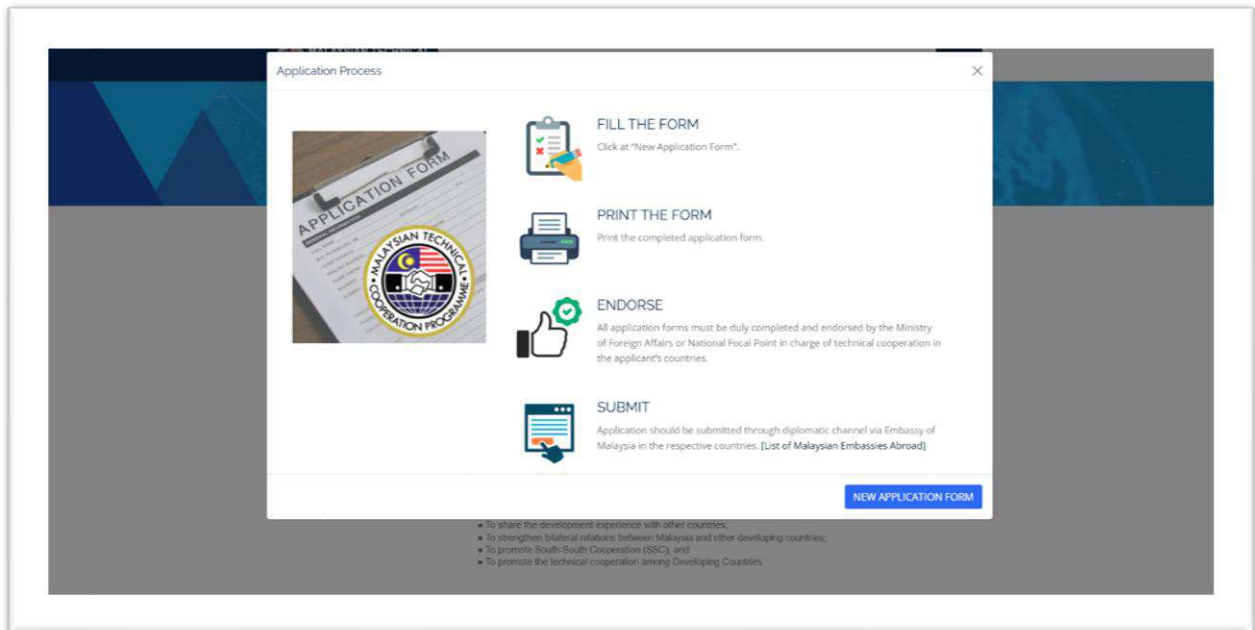
# GUIDELINES TO APPLY FOR MTCP COURSES



**Step 1:** Browse the list of MTCP courses on the website and click on the **title of the course** you are interested in.



**Step 2:** On the course page, click the **"Apply Course"** button.



**Step 3:** A pop-up will appear; click "**New Application Form**" to begin.

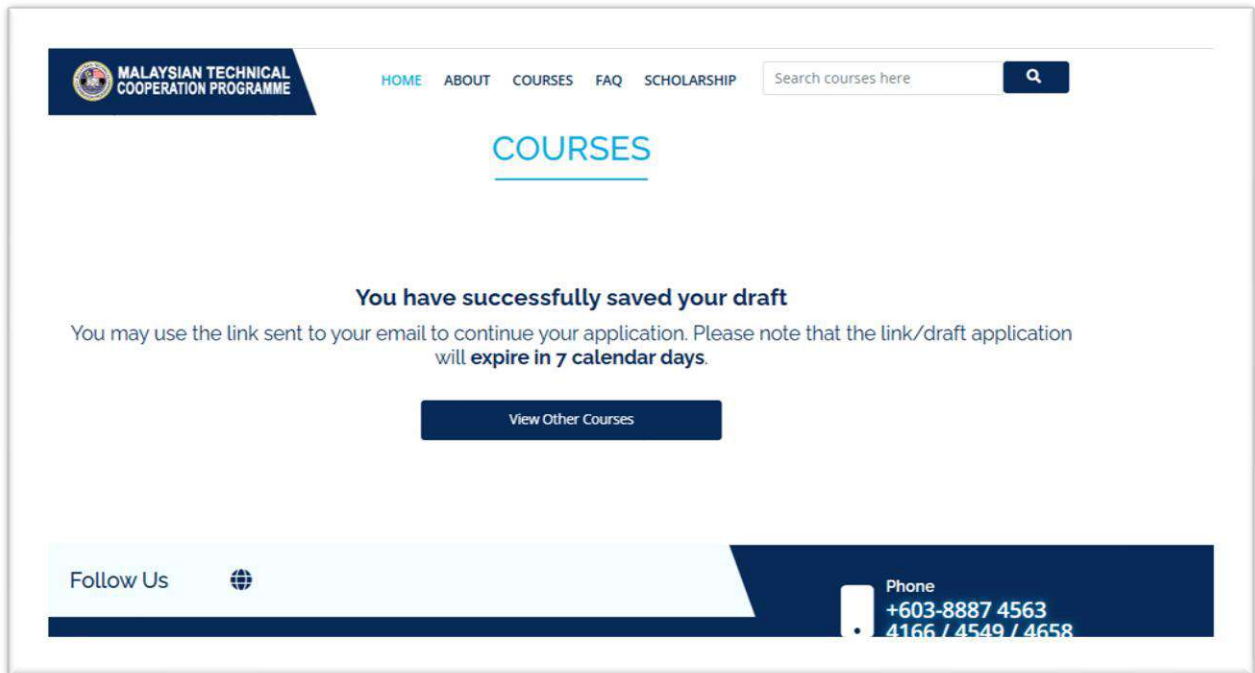
PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

PERSONAL DETAILS

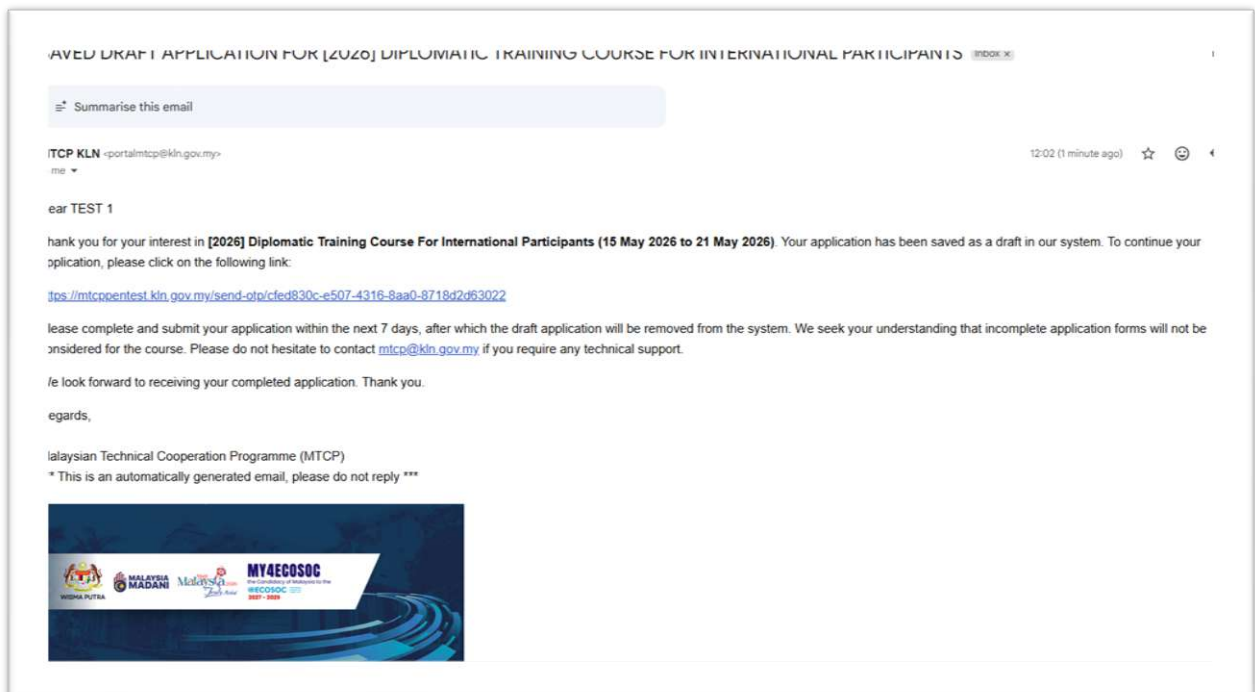
Family Name (surname) *	TEST	<div style="border: 1px solid black; padding: 5px; text-align: center;">Please Attach Passport Photo</div> <p>Format allowed: jpg, jpeg, png (max size:3.00 MB)</p> <p>Choose File No file chosen</p>	
First Name *	TEST 1		
Email *	portalmtcp@kln.gov.my		
Date of Birth *	16-10-2003		Age * 22
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Marital Status *	Single		
Citizenship *	SRI LANKA		
Place of Birth *	SANTOS		
Country *	SRI LANKA		
Passport No. *	ABC1234		
Expiry Date *	19-08-2027		
Type of Passport *	Diplomatic		
Attachement File (Passport Information Page) *	Choose File NUMBER MEJA ...SISWA 1-13.pdf		

CONTINUE

**Step 4:** Fill in the required fields, including your **personal details** and **passport-sized photo**, and click "**Continue**".



**Step 5:** You will receive a notification that your draft has been saved. The link to your application form is sent to your email address. Complete the form within **7 calendar days**.



**Step 6:** Check your inbox for an e-mail titled "**Saved Draft Application Form for (MTCP Course Title)**" and click the link provided.

## COURSES

An OTP was sent to your email.

### One Time Password

An OTP was sent to your email. Please enter the OTP here:

Submit OTP

Request new OTP

### One Time Password (OTP) Inbox x

☰ Summarise this email

MTCP KLN <portalmtcp@kln.gov.my>

to me ▾

Dear Sir/Madam

### One Time Password (OTP)

For your security, your One Time Password (OTP) to access our system is: **451325**

It will expire in 20 minutes.

Regards,

Malaysian Technical Cooperation Programme (MTCP)

\*\*\* This is an automatically generated email, please do not reply \*\*\*

**Step 7:** For security purpose, you will receive a **One-Time Password (OTP)** via a separate email. Enter the OTP to access your application.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

PERSONAL DETAILS

Family Name (surname)\* TEST

First Name\* TEST 1

Personal Email\* portalmtcp@kln.gov.my

Date of birth\* 16-10-2003 Age 22

Gender\*  Male  Female

Marital status\* Single

Citizenship\* SRI LANKA

Place of Birth\* SANTOS

Country\* SRI LANKA

Passport No\* ABC1234


Expiry Date\* 19-08-2027

Type of Passport\* Diplomatic

Attachement File (Passport Information Page)\* Choose File No file chosen

[Click here to view attachment.](#)

[Delete Passport](#)



Format allowed: .jpg, .jpeg, .png (max size: 3.00 MB)

Choose File No file chosen

Save Draft Save & Next

Review & Submit

**Step 8:** Review your personal information and click **Save & Next**.

Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

**CONTACT DETAILS**

Postal / Home Address\* TEST

Mobile No.\* TEST Home Phone No. 12345

Office No. 12345

**Family**  
Person to be contacted in case of emergency

Name\* TEST

Relation\* TEST

Address\* TEST

Mobile No.\* 123456

Email\* portalmtcp@kin.gov.my

**Office**  
Person to be contacted in case of emergency

Name\* TEST

Position\* TEST

Address\* TEST

Mobile No.\* 123456

Email\* portalmtcp@kin.gov.my

Save Draft Save & Next

Review & Submit

**Step 9:** Complete the **Contact Details** section and click **Save & Next**.

**\* Applicants can complete Steps 9 to 14 in any order.**

## About this course

Course Date : 15 May 2026 to 21 May 2026  
Closing Date for Nomination : 10 Apr 2026

Application Status

DRAFTED BY PARTICIPANT

Saved successfully.

PERSONAL DETAILS

CONTACT DETAILS

EMPLOYMENT RECORD

EDUCATION

REASONS FOR APPLYING

LANGUAGE PROFICIENCY

EMPLOYMENT RECORDS

### Present or most recent post

Employer*	TEST	
Years of service*	04-03-2026	04-03-2026
Title of your post/position*	TEST	
Type of organization*	-- Select Type --	
Job description*	WORKING AS A SECRETARIA	

### Previous post

Employer		
Years of service	dd-mm-yyyy	dd-mm-yyyy
Title of your post/position		
Type of organization	-- Select Type --	
Job description	Enter job description	

Save Draft

Save & Next

Review & Submit

**Step 10:** Complete the **Employment Record** section and click **Save & Next**.

\* Applicants can complete Steps 9 to 14 in any order.

About this course

Course Date : 15 May 2026 to 21 May 2026  
Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD **EDUCATION** REASONS FOR APPLYING LANGUAGE PROFICIENCY

EDUCATION

Add New

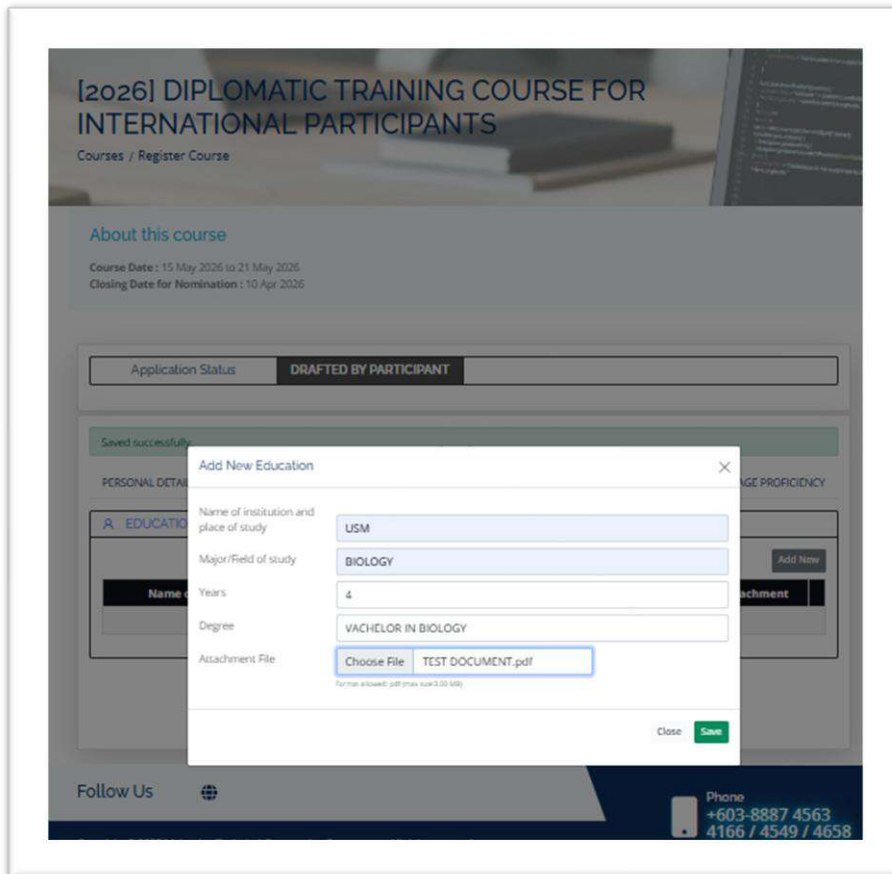
Name of institution and place of study	Major/Field of study	Years	Degree	Attachment
No data available				

Save Draft Save & Next

Review & Submit

**Step 11:** Click **Add New** to add a record to the **Education** section. Once complete, click **Save & Next**

\* **Applicants can complete Steps 9 to 14 in any order.**



**Step 12: Complete** the Education section and then click **Save**.

**\* Applicants can complete Steps 9 to 14 in any order.**

**About this course**

Course Date : 15 May 2026 to 21 May 2026  
Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

**REASONS FOR APPLYING THIS COURSE**  
Please state briefly the reasons for applying to this course and how you hope to benefit from the course

Reasons for Applying this course\*

Have you participated in any training programme in Malaysia before?  Yes  No

Name of Programme

Organiser

Year

Have you participated in any MTCP training programme in Malaysia before?  Yes  No

Name of Programme

Name of Course

Name of Training Institute

Year

**Step 13:** Complete the **Reason for Applying** section and click **Save & Next**.

\* Applicants can complete Steps 9 to 14 in any order.

About this course

Course Date : 15 May 2026 to 21 May 2026  
 Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reading	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

URL

\*\*Please record a short introduction video (1-2 minutes).  
 \*\*Speak clearly and naturally, and make sure you have good lighting and minimal background noise.

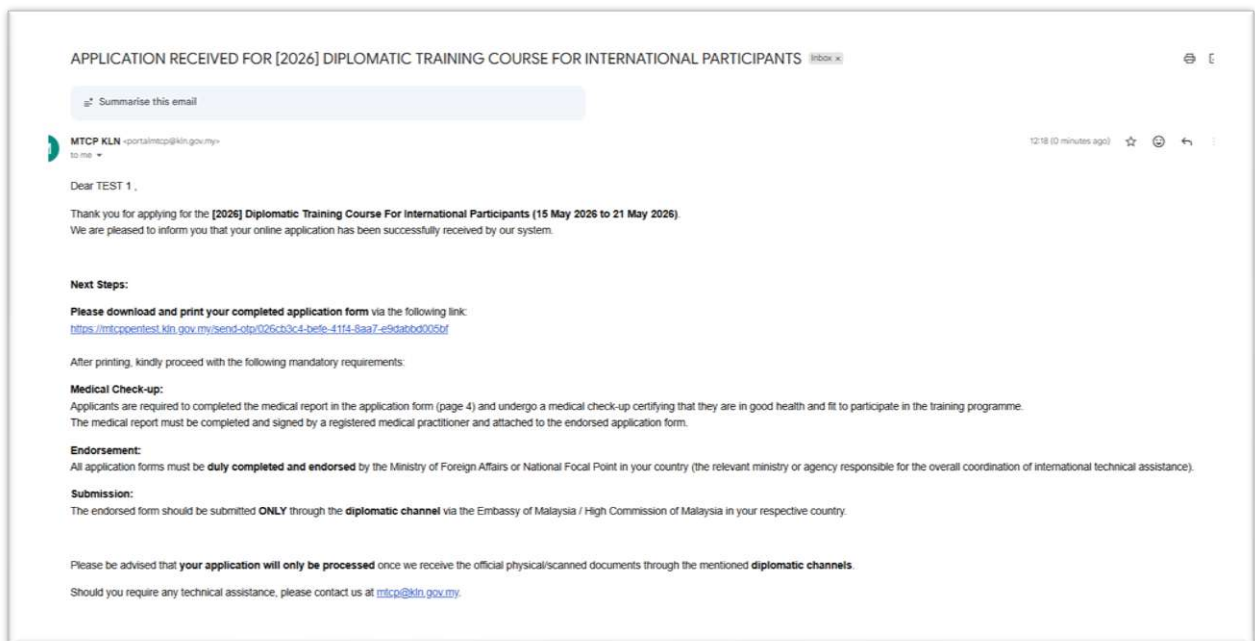
Save Draft Save & Next  
 Review & Submit

**Step 14:** Complete the **Language Proficiency** section, provide the URL for your short English-language introduction video, and click **Save & Next**.

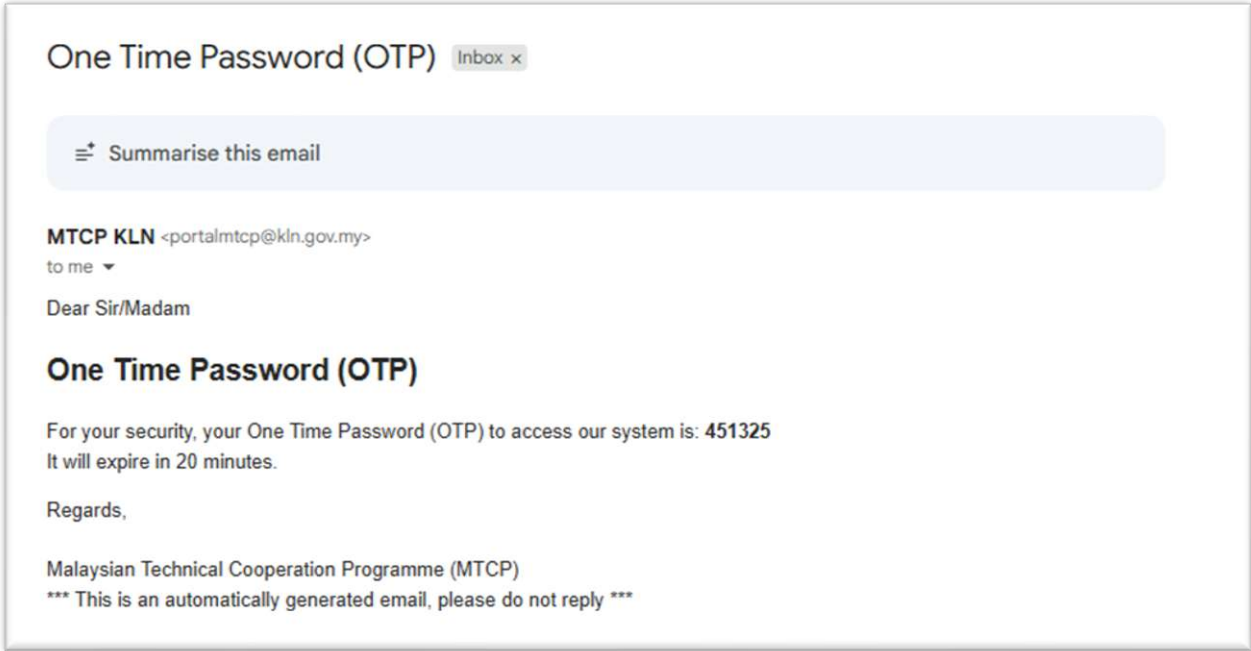
\* Applicants can complete Steps 9 to 14 in any order.

REASONS FOR APPLYING THIS COURSE		EDIT
Reasons for Applying this course	I WANT TO KNOW MORE ABOUT THIS TOPIC	
Have you participated in any training programme in Malaysia before?	No	
Have you participated in any MTCP training programme in Malaysia before?	No	
ENGLISH LANGUAGE PROFICIENCY		EDIT
Listening	Excellent	
Speaking	Excellent	
Writing	Excellent	
Reading	Excellent	
URL for short introduction video (1-2 minutes).	<a href="#">Click for View</a>	
<input checked="" type="checkbox"/> I fully understand that if I fail to comply with the terms and conditions of the training award and/or if any of the above declarations is found to be untrue, the award will be terminated with immediate effect.		
<input type="button" value="Save Draft"/> <input type="button" value="Submit Application"/>		

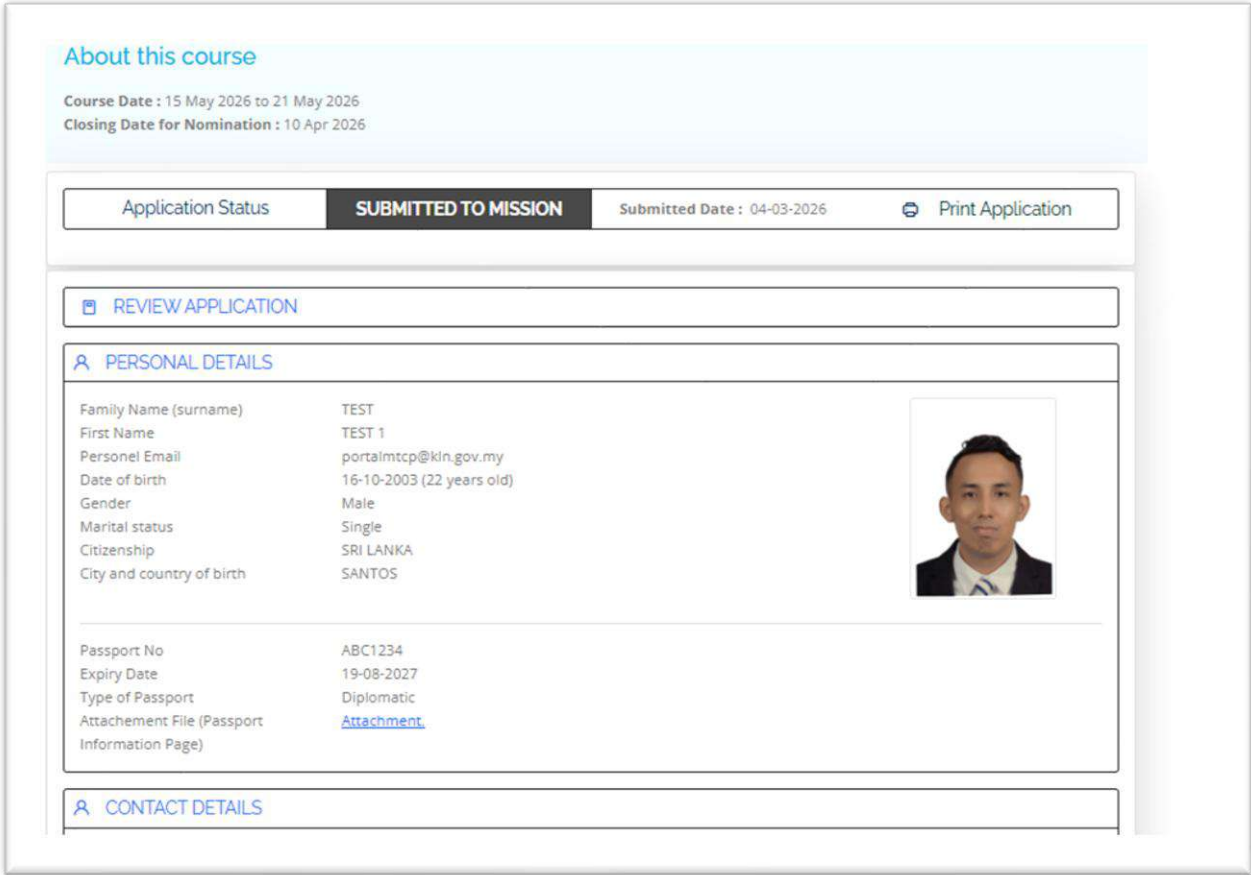
**Step 15:** Review your information, tick the **declaration box**, and click "**Submit Application**".



**Step 16:** A receipt of successful submission will be delivered to the e-mail address. To print the form, click the link provided in the e-mail.



**Step 17:** Enter the OTP number sent in a separate email.



**Step 18:** Click on **Print Application**.

**APPLICATION FORM**

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCOP)

Please type in capital letters using only English Language. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

**FOR OFFICIAL USE ONLY**

Reference no: \_\_\_\_\_  
 Received: \_\_\_\_\_  
 Checked: \_\_\_\_\_  
 Recommendation by Mission:  YES  NO

Title of Course: [DIPLO] DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS Date of Course: 15 May 2020 - 21 May 2020

**1. PERSONAL DETAILS**

Family Name (surname): TEST	Date of birth: 1st Oct 2003 (22 years old)
First Name: TEST 1	Citizenship: SR LANKA
Other Names:	Gender: Male
City and country of birth: SANTOS	Marital status: Single
Passport No: ABC1234	Religion:
Expiry Date: 10 Aug 2027	
Type of Passport: Diplomatic	

\*Upload colored copy of applicant's recent passport (all pages including front and back cover)

**2. CONTACT DETAILS**

Office Address:	Postal / Home Address:
Mobile Number: 12345	TEST
Office Number: 12345	Home Number: 12345
	Email: jort@mtcp@dfat.gov.my

Person to be contacted in case of emergency:

**Step 19:** Print the application form.

### Next Steps:

- Medical Check-up:** Applicants are required to undergo a medical check-up certifying your good health status. The medical report from the application form (**Page 4**) must be completed and signed by a registered medical practitioner.
- Application Declaration:** Applicants are required to sign the declaration section on **Page 5**.
- Letter of Indemnity:** Applicants and respective witness are **required** to sign the Letter of Indemnity on **Page 6**.
- Nominated by Government:** Applicants are expected to obtain endorsement from their organisation as required on **Page 7**.
- Endorsement:** All application forms must be **duly completed and endorsed** by the Ministry of Foreign Affairs or National Focal Point of host country (the relevant ministry or agency responsible for the overall coordination of international technical assistance).
- Submission:** 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.

7. Please be advised that **application will only be processed** upon receipt of the complete documents through **diplomatic channel**.