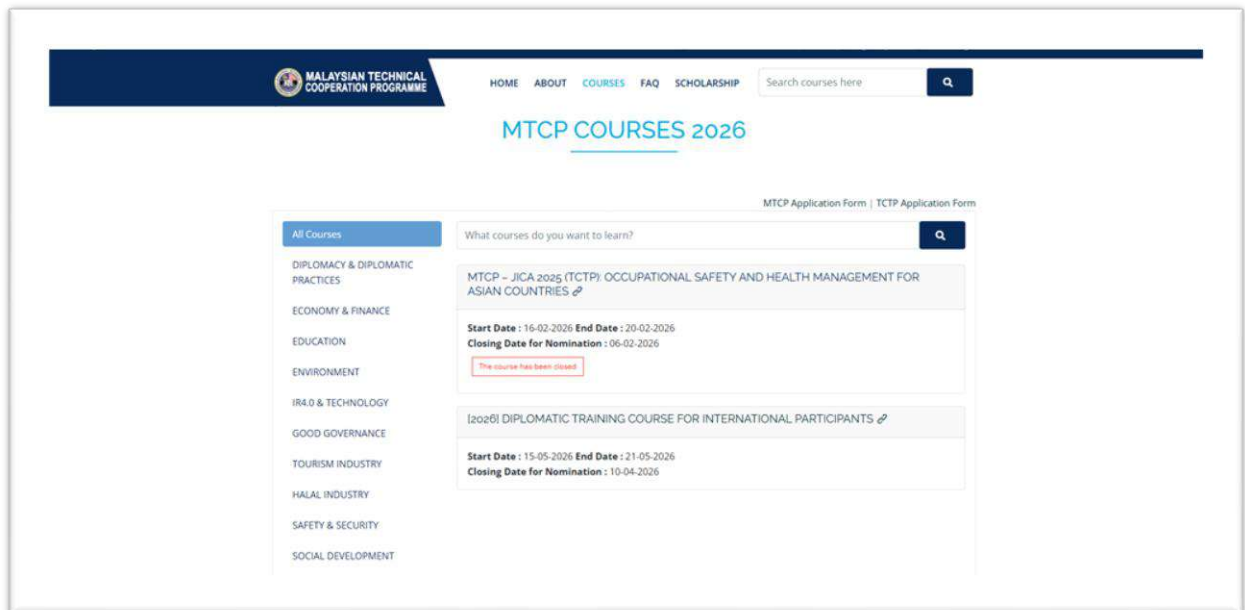
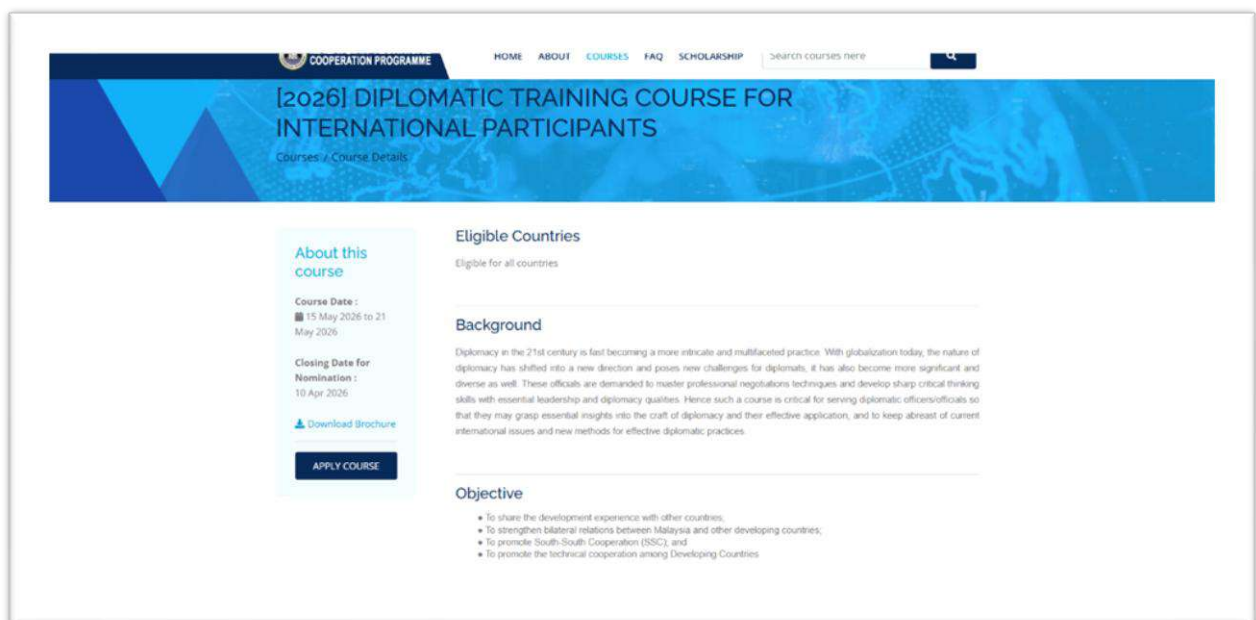


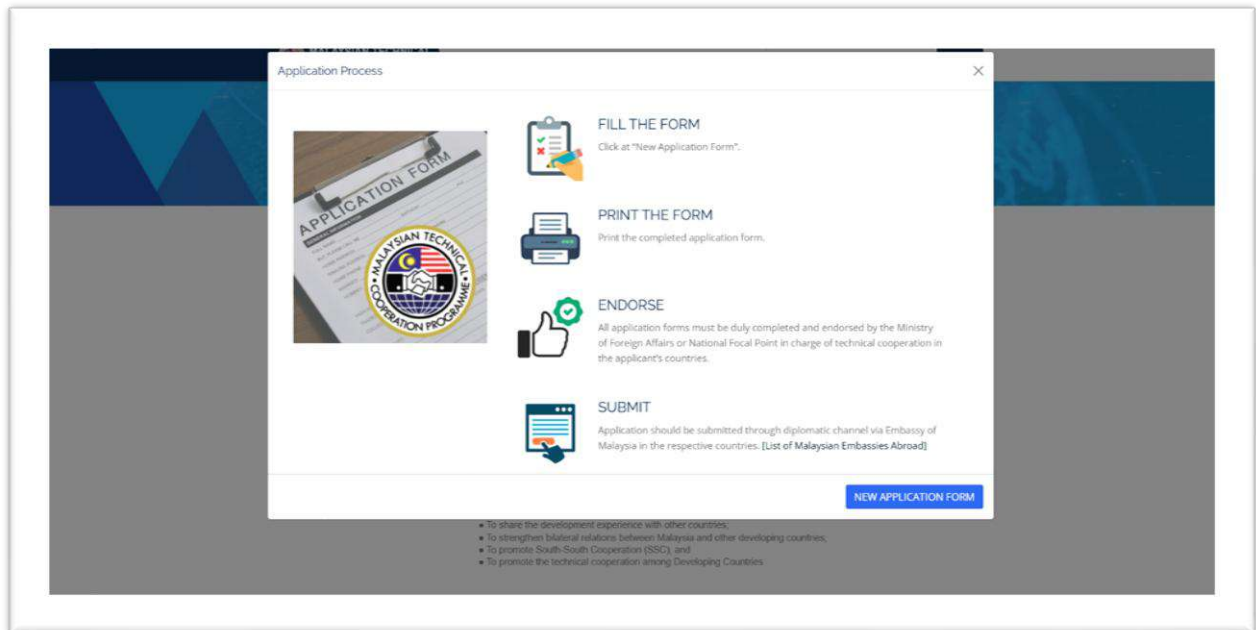
GUIDELINES TO APPLY FOR MTCP COURSES



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.

The screenshot shows a form titled "PERSONAL DETAILS" with a search icon and a back arrow. The form is divided into two main sections. The top section contains fields for:

- Family Name (surname) *: TEST
- First Name *: TEST 1
- Email *: portalmtcp@kln.gov.my
- Date of Birth *: 16-10-2003 (with a calendar icon)
- Age *: 22
- Gender *: ☒ Male, ☐ Female
- Marital Status *: Single (dropdown menu)
- Citizenship *: SRI LANKA
- Place of Birth *: SANTOS
- Country *: SRI LANKA (dropdown menu)

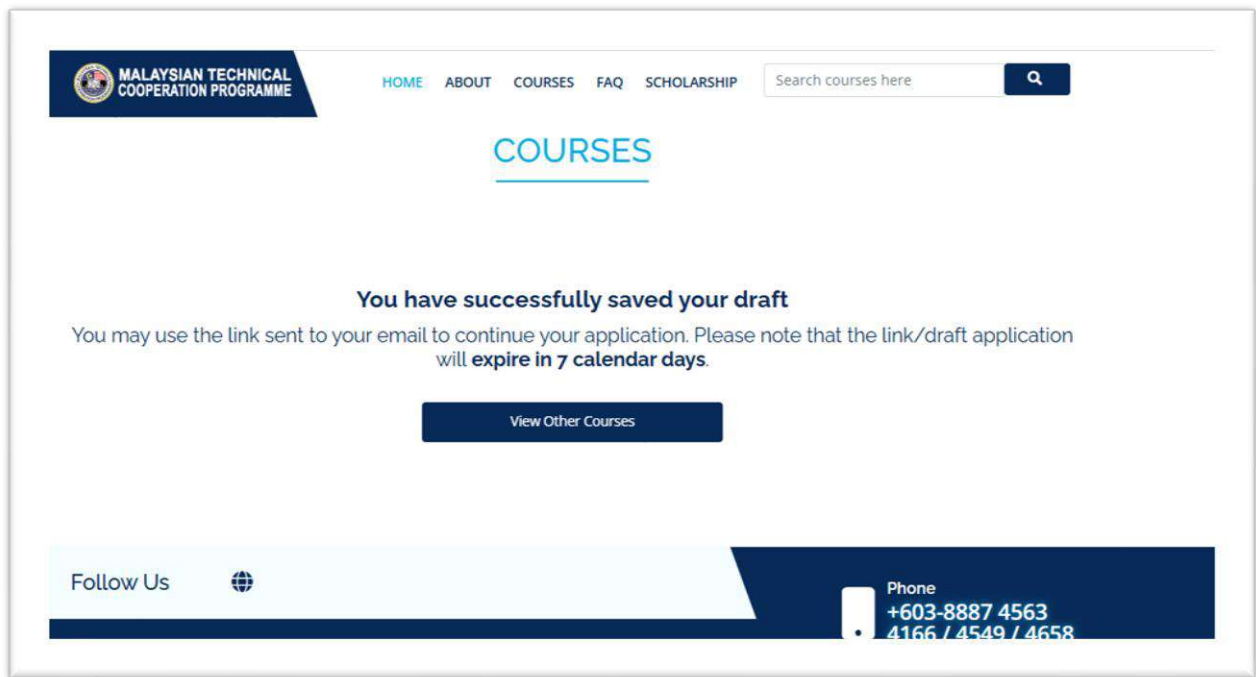
The bottom section contains fields for:

- Passport No. *: ABC1234
- Expiry Date *: 19-08-2027 (with a calendar icon)
- Type of Passport *: Diplomatic (dropdown menu)
- Attachement File (Passport Information Page) *: Choose File, NUMBER MEJA ...SISWA 1-13.pdf

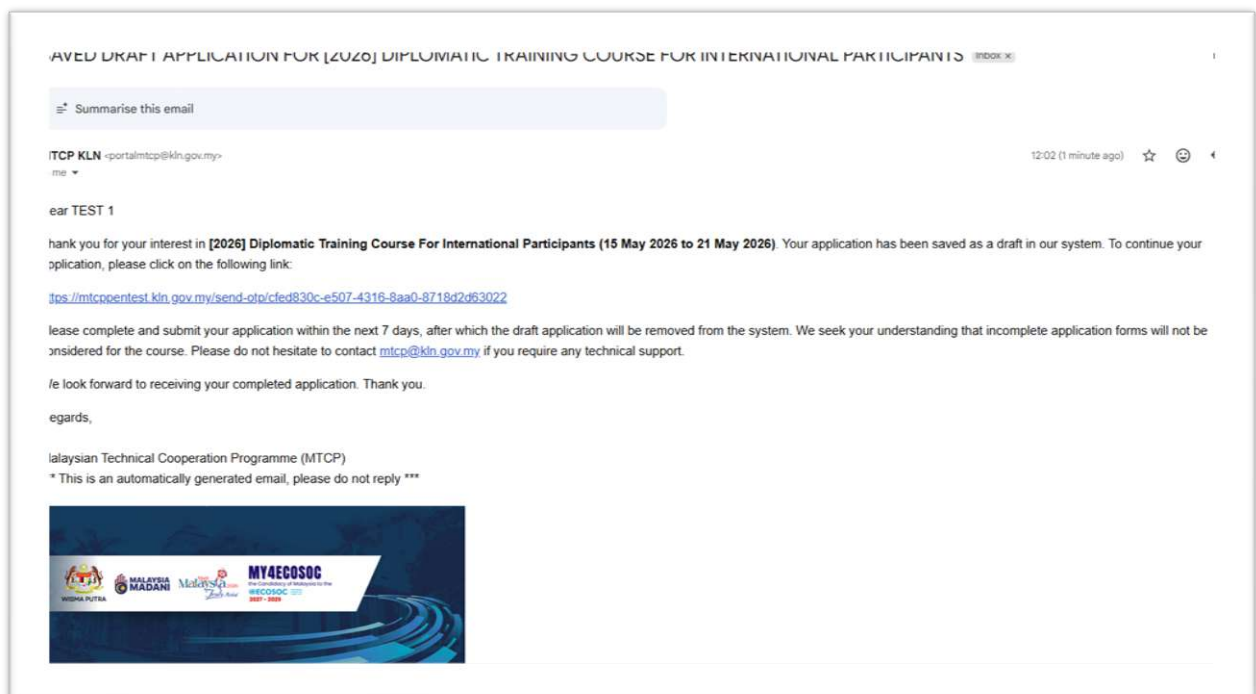
On the right side, there is a box labeled "Please Attach Passport Photo" with a "Choose File" button and "No file chosen" text. Below this box, it says "Format allowed: jpg, jpeg, png (max size:3.00 MB)".

A green button labeled "CONTINUE" is at the bottom left.

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 DETAILSCONTACT DETAILSEMPLOYMENT RECORDEDUCATIONREASONS FOR APPLYINGLANGUAGE PROFICIENCY

PERSONAL DETAILS

Family Name (surname)*TEST

First Name*TEST 1

Personel Email*portalmtcp@kln.gov.my

Date of birth*16-10-2003

Age22

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

Attachment File (Passport Information Page)*

Choose FileNo file chosen

Click here to view attachment.

Delete Passport

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

Choose FileNo file chosen

Save DraftSave & 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.**

[2026] DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS
Courses / Register Course

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

Application Status: **DRAFTED BY PARTICIPANT**

Save successfully

PERSONAL DETAILS

EDUCATION

Name of institution and place of study: USM

Major/Field of study: BIOLOGY

Years: 4

Degree: VACHELOR IN BIOLOGY

Attachment File: Choose File TEST DOCUMENT.pdf
Format allowed: pdf (max size 3.00 MB)

Close Save

Follow Us

Phone: +603-8887 4563 / 4166 / 4549 / 4658

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*

I WANT TO KNOW MORE ABOUT THIS TOPIC

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

Save Draft

Save & Next

Review & Submit

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	☒	☐	☐	☐	
Speaking	☒	☐	☐	☐	
Writing	☒	☐	☐	☐	
Reading	☒	☐	☐	☐	

URL *

https://docs.google.com/spreadsheets/d/1FOVXY36CwF_XWezeP5ifobANFzM_a7dG/edit?gid=1588431312#gid=1588431312

**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).	Click for View	

☒ 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.

Save Draft
Submit Application

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

APPLICATION RECEIVED FOR [2026] DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS inbox

[Summarise this email](#)

MTCP KLN <portalmtcp@kln.gov.my> 12:18 (2 minutes ago) ☆ 📧 ↶

To me

Dear TEST 1,

Thank you for applying for the **[2026] Diplomatic Training Course For International Participants (15 May 2026 to 21 May 2026)**. We are pleased to inform you that your online application has been successfully received by our system.

Next Steps:

Please download and print your completed application form via the following link:
<https://mtcpportal.kln.gov.my/send-otp/026c3c4-belp-41f4-8aa7-e9dabb005bf>

After printing, kindly proceed with the following mandatory requirements:

Medical Check-up:
 Applicants are required to completed the medical report in the application form (page 4) and undergo a medical check-up certifying that they are in good health and fit to participate in the training programme. The medical report must be completed and signed by a registered medical practitioner and attached to the endorsed application form.

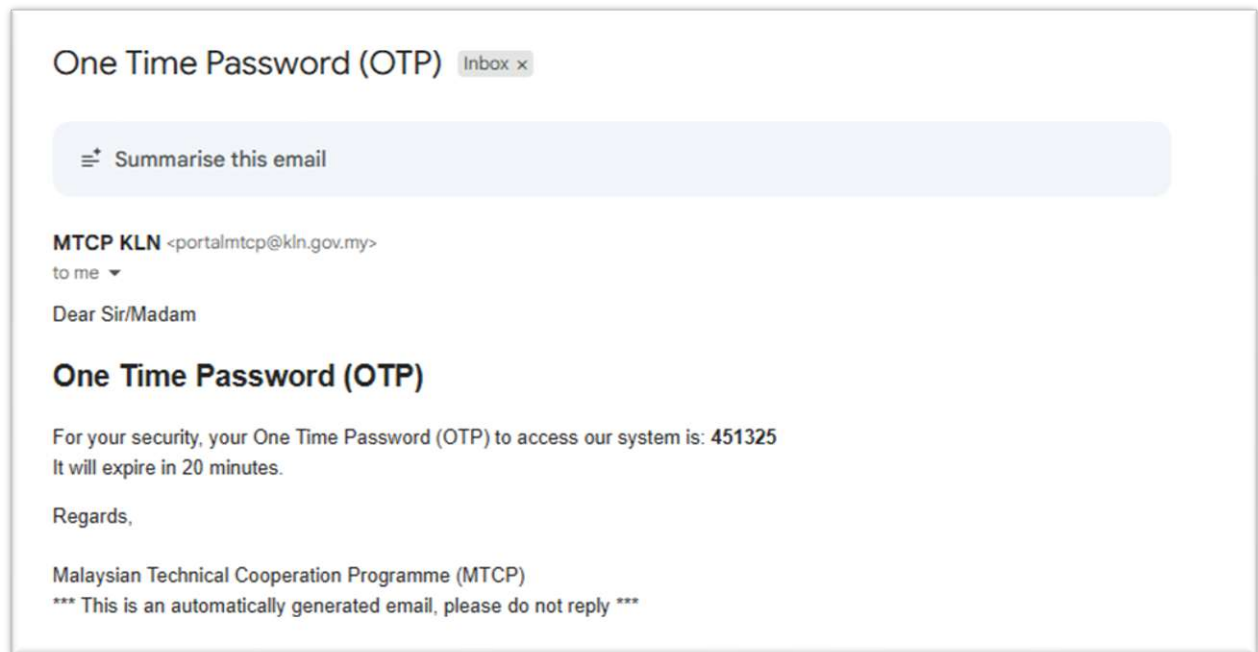
Endorsement:
 All application forms must be **duly completed and endorsed** by the Ministry of Foreign Affairs or National Focal Point in your country (the relevant ministry or agency responsible for the overall coordination of international technical assistance).

Submission:
 The endorsed form should be submitted **ONLY** through the **diplomatic channel** via the Embassy of Malaysia / High Commission of Malaysia in your respective country.

Please be advised that **your application will only be processed** once we receive the official physical/scanned documents through the mentioned **diplomatic channels**.

Should you require any technical assistance, please contact us at mtcp@kln.gov.my.

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.

A web application interface for course registration. At the top, it says 'About this course' with dates: 'Course Date : 15 May 2026 to 21 May 2026' and 'Closing Date for Nomination : 10 Apr 2026'. Below this is a navigation bar with 'Application Status' and 'SUBMITTED TO MISSION' (highlighted in black), along with 'Submitted Date : 04-03-2026' and a 'Print Application' button. The main content area has a 'REVIEW APPLICATION' section. Under 'PERSONAL DETAILS', there is a table of information: Family Name (TEST), First Name (TEST 1), Personal Email (portalmtcp@kln.gov.my), Date of birth (16-10-2003 (22 years old)), Gender (Male), Marital status (Single), Citizenship (SRI LANKA), City and country of birth (SANTOS), Passport No (ABC1234), Expiry Date (19-08-2027), Type of Passport (Diplomatic), and Attachement File (Passport Information Page) with a link to 'Attachment'. To the right of this table is a profile picture of a man. Below the personal details is a 'CONTACT DETAILS' section.

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

APPLICATION FORM
COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAM (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: [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: SRI LANKA
Other Names:	Gender: Male
City and country of birth: SANTIAGO	Marital status: Single
Passport No: ABC1234	Religion:
Expiry Date: 10 Aug 2027	
Type of Passport: Diplomatic	

*Forward coloured copy of applicant's recent passport (all pages including front and back cover)

2. CONTACT DETAILS

Office Address:	Postal / Home Address: TEST
Mobile Number: 123456	Home Number: 12345
Office Number: 12345	Email: portalmtp@mh.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**.