

GUIDELINES FOR THE SUBMISSION OF THE LETTER OF ATTENDANCE/TRANSCRIPT APPLICATION FORM

1. Completed forms can be:

a) Sent by post to the following address:

Attn: Records Officer
Office of the Registrar
Administration Block
Corradino Hill
Paola
PLA9032

b) Presented personally at the Office of the Registrar, to the attention of the Records Officer, in the Administration Block, Corradino Hill, Paola, PLA9032.

2. Documents:

a) A detailed transcript shows the course/s, registration number/s, date of registration, units/components followed and results for each year of the course and certificate number/s where applicable. Students who are still pursuing studies at the College can also apply for this transcript.

b) A letter of attendance confirms the attendance of the mentioned person for the course/s, dates included. The letter also shows the course/s and the College Institute the student attended. In case of students who have resigned from the course or have been struck off, the date would be included.

3. When the letter of attendance/transcript is ready, the applicant will be contacted either by e-mail or by phone to collect the document/s.

4. For any queries regarding the above, please contact the Records Office by e-mail: stefania.aquilina@mcast.edu.mt or by phone on 23987100 or 23987111.

LETTER OF ATTENDANCE/TRANSCRIPT APPLICATION FORM

Please fill in Block Letters.

PERSONAL DETAILS				
Surname:		Name:		
Maiden Surname <i>(if applicable)</i> :	ID Card Number:	Date of Birth: / /	Age:	Sex: <input type="checkbox"/> M <input type="checkbox"/> F
Address 1:				
Address 2:				
Locality:			Postcode:	
Telephone Number: <i>Home/Work</i>		Mobile Number:		
E-Mail Address :				

COURSE DETAILS	
Applying for Transcript of (Course/s):	
Date of Registration <i>(Month/Year)</i> :	Date of Termination <i>(Month/Year)</i> :
Are you currently attending an MCAST Course? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, which course?	
DOCUMENTS REQUIRED:	
<input type="checkbox"/> Detailed Transcript <input type="checkbox"/> Letter of Attendance <input type="checkbox"/> Both	
Date:	Signature:

FOR OFFICE USE ONLY:	
Collected by:	ID Card Number:
DATE:	