



[Medical Council User Manual]

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Document Control Information

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Medical Council User Manual

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Medical Council User Manual

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Synopsis

The main purpose of this Manual is to enable Applicant to become acquainted with the application.



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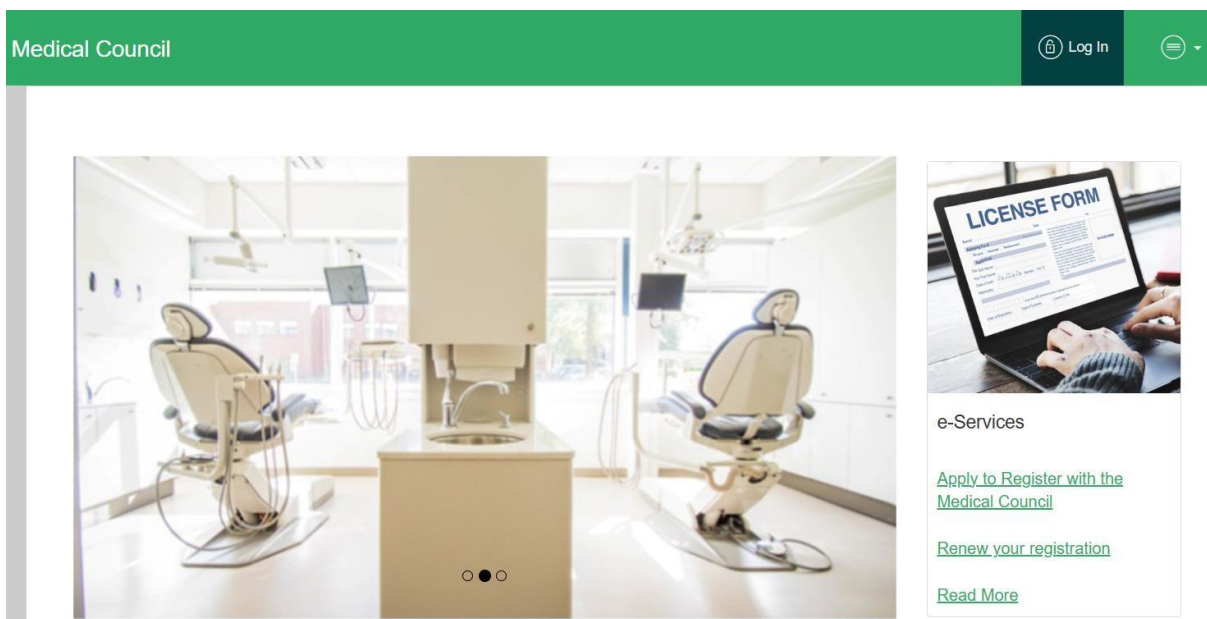


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1. Login/Log Out

In order to use the Medical Council, either EID Account or a Custom Account is required. To access application, navigate to <https://mcmregistration.gov.mt/> where the login page should appear. In order to login, the “Log In” is to be pressed as shown below.





The screenshot shows the Medical Council website interface. At the top, there is a green navigation bar with the text 'Medical Council' on the left and a 'Log In' button with a lock icon on the right. Below the navigation bar, there are two main images: a large image of a modern dental clinic with two dental chairs and a central counter, and a smaller image of a laptop displaying a 'LICENSE FORM'. To the right of the laptop image is a sidebar titled 'e-Services' containing three links: 'Apply to Register with the Medical Council', 'Renew your registration', and 'Read More'. Below the images, the text reads: 'Medical Council' (underlined), 'Providing a 24/7 online service', and a paragraph explaining the council's online services. At the bottom, there are two logos: 'SERVIZZ.GOV' and 'servizz pubbliku'.

Medical Council

Providing a 24/7 online service

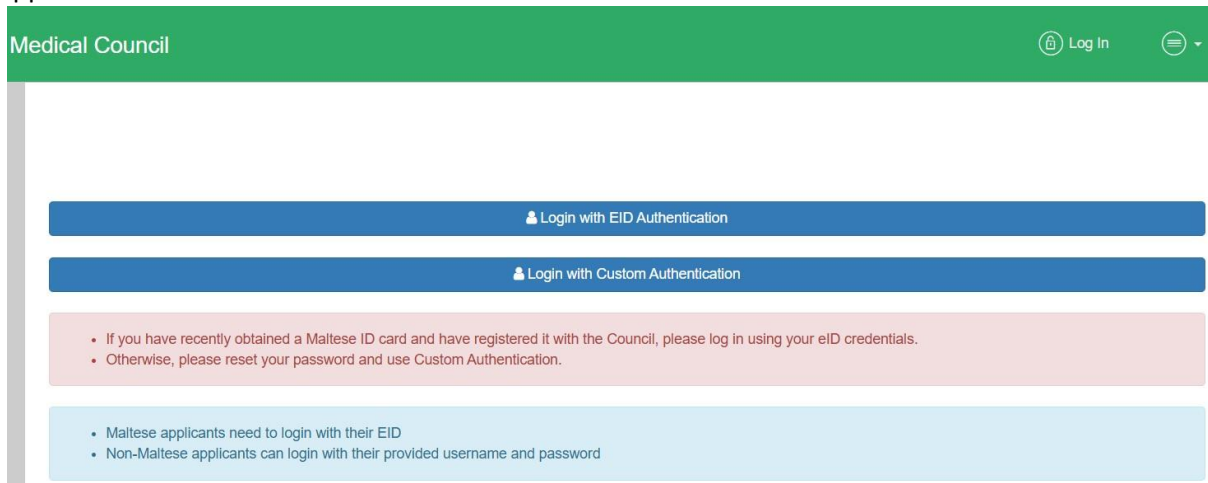
Web applications have become an essential component of businesses in today's world. Through this platform, the Medical Council Malta aims to provide a 24/7 online service to Doctors and Dentists to submit an application for registration. It also provides a user-friendly payment gateway for members of the Medical and Dental professions to renew their registration annually and update the information which the Council holds about them.

This system also allows the general public to access the registers held by the Council and verify the registration of a professional registered with the Medical Council Malta.



This will prompt the system to show the page with Login buttons for Maltese and Non-Maltese applicants as shown below.



IMPORTANT: It is important that whenever the system is not being utilised, the user must log off from the system by clicking on the **Log Out** button and ideally **close the respective browser**. On Log Out, the User shall be logged off and redirected to the Login Page.

1.1 Login - Maltese applicants

In order to login, the button “Login with EID Authentication” is to be pressed.



Maltese Applicants need to login with their EID account (username and password).



Sign In

EN | MT

Sign in with your e-ID Account*

ID Number [\(view sample\)](#)

06■■■■6M

Password

.....

Sign In

[Sign-in and change my password](#)

*If you don't have an e-ID account, kindly contact us during office hours on **2590 4300**.

[Forgot your password?](#)

[Help on how to start using e-ID](#)

To proceed, Applicant needs to click on 'Continue' and 'Proceed' button in the next pages.

If Maltese Applicants is not registered yet, the page 'Applicant Registration' would open ([refer to Section 2.1](#)). If the user is already registered in the system as an applicant, he/she would be directed to the applicant main screen ([refer to Section 3](#)).

1.2 Login – Non-Maltese applicants

In order to login, the button "Login with Custom Authentication" is to be pressed.

 Login with Custom Authentication

Non-Maltese Applicants can login via their email address and password.



CUSTOM SIGN IN

Email Address

Password

SIGN IN

Forgot your password? [Reset Password](#)

Don't have an account? [Sign Up!](#)

On 'Sing In', Main Screen will open.

If Non-Maltese Applicant doesn't have an account, he/she can click on 'Sign Up!' link and register ([refer to Section 2.2](#)).

If Non-Maltese Applicant forgot his/her password he/she can click on '**Reset Password**' link ([refer to Section 1.2.1](#))

1.2.1 Reset Password

Forgot your password? **Reset Password**

If Non-Maltese Applicant forgot his/her password he/she can click on '**Reset Password**' link on **CUSTOM SING IN** window. This will prompt the system to show the page 'Reset Password' as shown below.

Reset Password

Application Email

Reset Password

Applicant needs to input email and click on 'Reset Password' button. This would prompt for a confirmation pop-up. In order to confirm, click on 'Yes' and the email will be sent and page 'Confirm Reset Password Code' will be open.



Confirm Reset Password Code

Please input the reset password confirmation code!

Please check your email account You should have received an email with a **confirmation code**. You can either enter the confirmation code given in the textbox below or click on the provided link in the email to proceed with your password reset.

Applicant Code

Proceed

On page 'Confirm Reset Password Code', Applicant needs to enter activation code received in 'Reset Password' email and needs to click on "Proceed" button.

"Change Password" page opens.

Change Password

Password

Confirm password

Set Password

The password should be not less than 8 characters and must contain:

- At least one uppercase letter
- At least one lowercase letter
- At least one number between 0 and 9
- At least one symbol

Applicant needs to enter new password in fields "Password" and "Confirm password" and click on "Set Password" button. This will open Main Screen ([refer to Section 3](#)).

2. Applicant Registration

This feature is used so that Applicants are able to apply for a health professional registration online.



2.1 Applicant Registration - Maltese applicants

For EID login applicants (Maltese applicants), the most of the fields would be prepopulated from CDR. Date can be amended by the Applicant, except for those retrieved from CDR.

The screenshot shows a three-step registration process. Step 1, 'Personal Details', is active. The form contains the following fields:

- ID Card Number: * (0 [redacted] 4M)
- Title: * (Select Title dropdown)
- Name: * ([redacted])
- Surname: * ([redacted])
- Known As: (empty text field)
- Maiden Surname: (empty text field)
- Gender: * (Female dropdown)
- Date of Birth: * ([redacted])
- Nationality: * (MALTA dropdown)
- Second Nationality: (Select Second Nationality dropdown)
- Upload Photo: (info icon)
- Passport Photo: (placeholder image of a doctor with a stethoscope and a photo management toolbar with icons for rotate, zoom, and delete)

A 'Register' button is located at the bottom of the form.

All required fields are marked with asterisk. For example, Title (this dropdown-list will be populated from the 'Manage Titles' table by Admin), Known As, Maiden Surname, Gender (this dropdown-list will be populated from the 'Manage Genders' table by Admin) and Second Nationality (this dropdown-list will be populated from the 'Manage Countries' table by Admin)

On this tab, the Applicant can also upload a passport photo by clicking the avatar image. This will prompt the system to open the window where photo can be selected and opened. Uploaded photo can be rotated (circular arrow icon), zoomed in/out (slider) or removed (trash icon).

On the 'Contact Details' tab, the Residence Address is prepopulated from CDR.



Step 1 Personal Details **Step 2 Contact Details** Step 3 Other Details

Residence Address

Country* MALTA

Locality* [REDACTED]

Street* Select Street

Property* [REDACTED]

Postcode [REDACTED]

Mailing Address Same as Residence Address

Public Address Same as Mailing Address

Main Telephone:* 00356 Telephone number +

Main Mobile :* 00356 Mobile number +

Main Email:* E-mail address +

Confirm Email:* Re-enter the e-mail address for confirmation

Preferred Contact Mode* SMS Email Post

I hereby Authorise The Council To Forward My Address And Contact Details To Third Parties Who Would Like To Correspond With Me

The Applicant can check “Same as Residence Address” to specify that the mailing address is the same as residential address or can uncheck it and enter the mailing address (Country, Locality, Street, Property and Postcode).

Mailing Address Same as Residence Address

Country Select Country

Locality Locality...

Street Street...

Property Property...



Postcode Postcode...

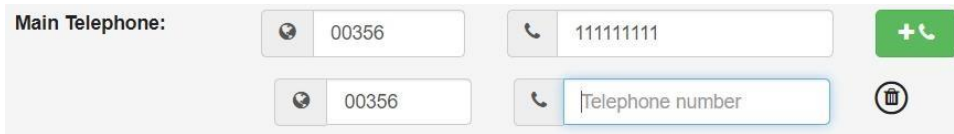
The Applicant can also check the “Same as Mailing Address” to specify that the Public Address is the same as Mailing Address or can uncheck it and enter the Public Address (Country, Locality, Street, Property and Postcode).





For all addresses, if Malta is selected, Locality and Street become drop-down lists. For any other country these fields are input fields where the Applicant can enter free text.



One or more telephone or mobile numbers may be inputted. The Applicant needs to specify which main number is. In order to add another phone number, the button  or  is to be pressed.

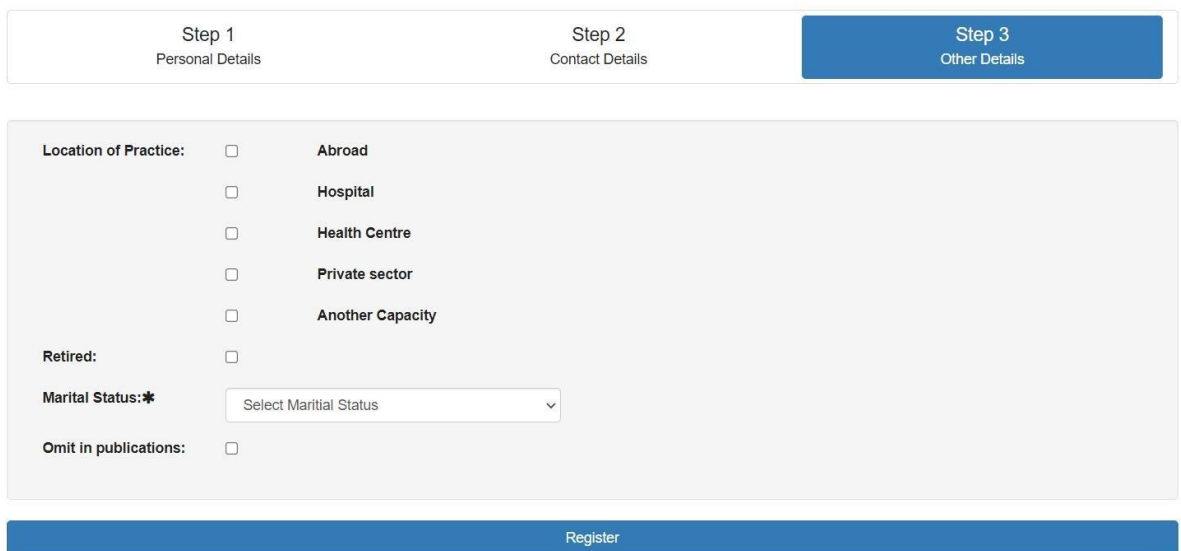


Applicant can also input more than one email address. To add more email addresses Applicant can click on button .

Trash  button can be used for deleting phone or an e-mail address.

As contact mode, the Applicant can select SMS, Email and/or Post by checking the checkbox beside each option. This way the Applicant determines how he/she would like to receive notifications.

On the 'Other Details' tab, the Applicant can select more than one 'Location of Practice' by checking the checkbox beside each option, select 'Marital Status' (this dropdown-list will be populated from the 'Manage Marital Status' table by Admin), 'Retired', and 'Omit in publications', which means that the Applicant does not wish to share details in public.



In order to finish registration process, the button 'Register' is to be pressed. This will open the Main Screen ([refer to Section 3](#)).


2.2 Applicant Registration – Non-Maltese applicants



Don't have an account? [Sign Up!](#)

In order to register, the link **'Sing Up'** is to be pressed on **CUSTOM SING IN** window. This will open 'Applicant Registration' page.

On Personal Details, Applicant needs to enter Passport Number, Title (this dropdown-list will be populated from the 'Manage Titles' table by Admin), Name, Surname, Known As, Maiden Surname, Gender (this dropdown-list will be populated from the 'Manage Genders' table by Admin), Date of Birth (click in input field and select date), Nationality and Second Nationality (these dropdown-lists will be populated from the 'Manage Countries table by Admin).

Step 1 Personal Details	Step 2 Contact Details	Step 3 Other Details
Passport Number:* <input type="text"/>		
Title:* <input type="text" value="Select Title"/>		
Name:* <input type="text"/>	Surname:* <input type="text"/>	
Known As: <input type="text"/>	Maiden Surname: <input type="text"/>	
Gender:* <input type="text" value="Select Gender"/>		
Date of Birth:* <input type="text"/>		
Nationality:* <input type="text" value="Select Nationality"/>	Second Nationality: <input type="text" value="Select Second Nationality"/>	
Upload Photo ⓘ		
Passport Photo		
		
Register		

In order to upload Passport Photo, Applicant needs to click on Avatar image (place holder for passport photo). This will prompt the system to open "Open" window where photo can be selected and opened. Uploaded photo can be rotated (circular arrow icon), zoomed in/out (slider) or removed (trash icon) as shown below.



On Contact Details, Applicant needs to enter Residence Address, Mailing Address, Public Address, Main Telephone, Main Mobile, Email Address and Preferred Contact Mode (SMS, Email and/or Post).

Step 1 Personal Details **Step 2 Contact Details** Step 3 Other Details

Residence Address

Country*

Locality*

Street*

Property*

Postcode

Mailing Address Same as Residence Address

Public Address Same as Mailing Address

Main Telephone:*

Main Mobile :*

Main Email:*

Confirm Email:*

Preferred Contact Mode* : SMS Email Post

I Hereby Authorise The Council To Forward My Address And Contact Details To Third Parties Who Would Like To Correspond With Me

For Mailing Address Applicant can leave “Same as residence address” checked to specify that the mailing address is the same as residential address or can uncheck it and enter data related to mailing address (Country, Locality, Street, Property and Postcode) as shown below.



Mailing Address Same as Residence Address

Country

Locality

Street

Property

Postcode

For the address, if Malta is selected, Locality and Street become drop-down lists. For any other country these fields are input fields where Applicant can enter free text.

Applicant can also leave "Same as Mailing Address" checked to specify that the Public Address is the same as Mailing Address or can uncheck it and enter Public Address (Country, Locality, Street, Property and Postcode).

On 'Other Details' tab, Applicant can select more than one 'Location of Practice' by checking the checkbox beside each option, select 'Marital Status' (this dropdown-list will be populated from the 'Manage Marital Status' table by Admin) and tick 'Retired'.

Step 1 Step 2 **Step 3**

Personal Details Contact Details Other Details

Location of Practice: Abroad

Hospital

Health Centre

Private sector

Another Capacity

Retired:

Marital Status:*

Omit in publications:

Register

In order to finish registration process, the button 'Register' is to be pressed. Since Applicant is registered for the first time, he/she will need to confirm the validity of the email address provided, by entering Applicant code received by an email.

Confirm Email

Please Confirm The Validity of the Email Address Provided!

Please check your email account You should have received an email with a **confirmation code**. You can either enter the confirmation code given in the textbox below or click on the provided link in the email to proceed with your application.

Applicant Code

Proceed



Applicant can copy/paste code and click on 'Proceed' button. This will open page 'Change Password' where Applicant can set up a password.

Change Password

Password	<input type="password"/>
Confirm password	<input type="password"/>
<input type="button" value="Set Password"/>	

The password should be not less than 8 characters and must contain:


- At least one uppercase letter
- At least one lowercase letter
- At least one number between 0 and 9
- At least one symbol

The same password needs to be entered in both fields. On 'Set Password', the Main Screen opens ([refer to Section 3](#)).

3. Applicant Main Screen

On the Main Screen there are some functional buttons and four tabs: "Applications and Payments", "Qualifications", "Insurances" and "Documents".





GOV ID: [REDACTED] Name: [REDACTED]

Historical registry: No

Gender: Male Date of Birth: [REDACTED] Nationality: MALTA

Residential Address: [REDACTED]

Mailing Address: [REDACTED]

Public Address: [REDACTED]

[Search Health Care Professionals](#) [Upload Insurance](#)

[Request Certificate](#) [Update your personal details!](#)

[Submit a new Application](#) [Add your Qualifications](#)

Applications and Payments Qualifications Insurances Documents (5)

Applications

Search:

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status		
-	-	Medical Doctor	Letter of Intent	-	NEW		
19/09/2025	-	Medical Doctor	Doctor (Full)	-	APPROVED BY THE COUNCIL MEMBERS		

Specialities

Search:

Registered	Speciality	Status	
09/07/2020	Family Medicine	PENDING VETTING SPECIALIST REGISTER	

Registered	Speciality	Status
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Previous 1 Next

Payments

Search:

Date	Description	Amount (€)	Status
09/07/2020	SpecialistRegistrationFee	23.00	PAID (09/07/2020)
09/07/2020	Application Registration Fee	25.00	PAID (09/07/2020)
15/06/2020	SpecialistRegistrationFee	0.00	CANCELLED
15/06/2020	Application Registration Fee	25.00	CANCELLED
14/02/2020	Application Renewal Fee	25.00	CANCELLED

Date	Description	Amount (€)	Status
------	-------------	------------	--------

Previous 1 2 3 4 5 6 7 Next

On these tabs, the Applicant can see a list of all of his/her applications, specialities, payments, as well as the pending payments which are still required, qualifications and insurances. Also, applicants are now able to upload their documents.

The Main Screen is split into several main functionalities:



- 1) Search Health Care Professionals ([refer to Section 3.1](#))
- 2) Update your personal details ([refer to Section 3.2](#))
- 3) Add your Qualifications ([refer to Section 3.3](#))
- 4) Submit a new Application ([refer to Section 3.4](#))
- 5) Upload Insurance ([refer to Section 3.5](#))
- 6) Request Certificate ([refer to Section 3.6](#))
- 7) Cancelling Application ([refer to Section 3.7](#))
- 8) Editing Application with status NEW ([refer to Section 3.8](#))
- 9) Editing Application with status REQUEST FOR CLIENT MODIFICATION ([refer to Section 3.9](#))
- 10) Add new document or download existing one ([refer to Section 3.10](#))
- 11) Ask for Exam ([refer to Section 3.11](#))
- 12) Renewing Application ([refer to Section 3.12](#))
- 13) Payment ([refer to Section 3.13](#))

3.1 Search Health Care Professionals

On the Applicant Main Screen, there is “Search Health Care Professionals” button which opens “Health Professional Search” page.

The Applicant can search for another Applicant by criteria like Name, Surname or Profession. Also, he/she can search for all applicants by leaving fields ‘Name’ and ‘Surname’ empty and clicking the Search button. Table with list of applicants’ details like Applicant Name, Registration number, and Date of registration, will be displayed.

Health Professional Search ?

Name : Surname:

Profession:

[Q Search](#)



Applicant Name	Registration Number	Date of Registration
████████████████████	██████	27/08/2025
████████████████████	██████	27/08/2025
████████████████████	██████	27/08/2025

3.2 Update your personal details

The Applicant can click on the “Update your personal details” button to manage his/her personal details and qualifications. Only white fields can be edited. Disabled fields are greyed out. For example, the Applicant can change his/her title but not name and surname.









On the “Personal Details” tab, there are buttons for adding phone and mobile numbers. There is also button for adding another email.


In order to add another phone number, the button  or  is to be pressed. This will prompt the system to display new fields as shown below.



Main Telephone:

 00356	 111111111	
 00356	 Telephone number	

The envelope icon  is for adding another email address.

The Trash  button can be used for deleting phone or e-mail address.



Step 1
Personal Details

Step 2
Qualifications

Title: *

Known As :

Passport Photo

Residence Address

Country *

Locality *

Street *

Property *

Postcode

Mailing Address Same as Residential Address

Marital Status :

Yes No

Would you like to omit your personal details from publications

Omit Address from Publications Yes No

Public Address Same as Mailing Address

Main Telephone: *

Main Mobile: *

Main Email: *

Confirm Email: *

Preferred Contact Mode SMS Email Post

Location of Practice:

Abroad

Hospital

Health Centre

Private sector

Another Capacity

Retired Yes No

I hereby authorize the Council to forward my address and contact details to third parties who would like to correspond with me

On the “Personal Details” tab, the Applicant can change Mailing and Public Address. To specify that the mailing address is the same as residential address, he/she can leave “Same as Residence Address”. There is also checkbox “Same as Mailing Address” that indicates that the public address is the same as mailing address. The other options is to uncheck them, and enter address (Country, Locality, Street, Property and Postcode).



Mailing Address Same as Residence Address

Country:

Locality:

Street:

Property:

Postcode:

The Applicant can also select preferred contact mode (SMS, Email and/or Post), Location of Practice (more than one checkbox can be selected) and choose retirement status. Also, can omit personal details and address from publications.

On the 'Qualifications' tab, the Applicant can add Qualification or delete one. Qualification can't be deleted if it's being used for certification of an application.

Step 1 Personal Details Step 2 Qualifications

Section help! Please enter your Qualifications below.



Register:

Awarding Body: Awarding Body Not Listed

Qualification: Qualification Not Listed

Date Awarded:

Remarks:

Training that led to this qualification:

Country:

Date From: Date To:

+ Add another Qualification

✓ Send Update Request

After making changes, the Applicant needs to click on the "Send Update Request" button at the bottom of the page. This will send modification request to the Admin.

NOTE: If modification request already sent, the Applicant needs to wait for system administrator to approve or reject before changing details and sending another request.



3.3 Add your Qualifications

In order to add Qualification, the button  is to be pressed. This will prompt the system to open 'Add New Qualifications' page as shown below.

Add New Qualifications

Section help! Please enter your Qualifications below.

+ Add another Qualification

✓ Save Qualifications

Applicant can add new qualifications by clicking on the “+Add your Qualifications” button.

Following drop-down list appear:

- **Register** - This is a dropdown list prepopulated from the Manage Professions table on Admin site
- **Awarding Body** - This is a dropdown list prepopulated from the Manage Universities table on Admin site
- **Qualification** - This is a dropdown list prepopulated from the Manage Qualifications table on Admin site
- **Country** - This is a dropdown list prepopulated from the Manage Countries table on Admin site

Also, there is input field “**Remarks**” where Applicant can input free text.

There are fields “**Date Awarded**”, “**Date From**” and “**Date To**”, where Applicant can click to open calendar and select Date.



Add New Qualifications

Section help! Please enter your Qualifications below.



Register:

Awarding Body: Awarding Body Not Listed

Qualification: Qualification Not Listed

Date Awarded:

Remarks:

Training that led to this qualification:

Country:

Date From: Date To:



+ Add another Qualification

✓ Save Qualifications

Checkboxes “Awarding Body Not Listed” and “Qualification Not Listed” enable Applicant to input a university and qualification that are not on the list. Input field appear below the drop-down list, where he/she can input free text as shown below.

Awarding Body: Awarding Body Not Listed

TEST

He/she can remove the qualification by clicking on the trash icon/button or can hide  and show  qualification’s details.

The button “Save Qualifications” at the bottom of the page save all inputs and settings. After that, the Applicant will be able to upload documents for qualifications.

Section help! Upload documents for your Specialities and Qualifications!

✘ No documents to upload

Qualifications

Qualification

University University of Malta

Choose Files No file chosen

✓ Upload documents

To upload document(s), the Applicant needs to click on the ‘Choose Files’ button, find and open file. Then, he/she needs to click on the green ‘Upload documents’ button.

To continue without uploading document, the Applicant needs to click on the red button, “No documents to upload”.



Added Qualification will be displayed on 'Qualifications' tab with status PENDING VETTING.

Applications and Payments **Qualifications** Insurances Documents (5)

Qualifications

Search:

Qualification	University	Country	Status
Master of Science in Physical Chemistry	University of Malta	MALTA	PENDING VETTING

Qualification University Country Status


Previous **1** Next

The status of the qualification can be REQUEST FOR CLIENT MODIFICATION if the Admin request applicant modifications.

Qualifications

Search:

Qualification	University	Country	Status
Master of Science in Physical Chemistry	University of Malta	MALTA	REQUEST FOR CLIENT MODIFICATION 

In this case, the Applicant needs to click on  and apply modification request. The status will return to PENDING VETTING.

When the Admin approves the qualification, the status changes to APPROVED / REGISTERED.

3.4 Submit a new Application

In order to submit application, the green button "Submit a new Application" is to be pressed. This will prompt the system to open 'Submit an Application' page as shown below.

Submit an Application

Section help! Please choose your preferred categories from below.

Register : ⓘ

Category : ⓘ

Foundation Program in Malta has been completed : ⓘ

Graduating from the UOM: ⓘ

The Applicant needs to first select register and then a related category. The category specifies the type of profession that the applicant is registered for. If Applicant has completed the Foundation Program in Malta, he/she can check "Foundation Program in Malta has been completed" and if Applicant is University of Malta graduate, he/she can check "Graduating from the UOM."

When Applicant selects category, button "Continue with Application" appears as shown below.



Submit an Application

Continue with Application »

Section help! Please choose your preferred categories from below.

Register :	<input type="text" value="Medical Doctor"/>	?
Category :	<input type="text" value="Doctor (Full)"/>	?
Foundation Program in Malta has been completed :	<input type="checkbox"/>	?
Graduating from the UOM:	<input type="checkbox"/>	?

Clicking this button, the next page opens. Which page will open depends on the selected category. For example, if selected profession is Medical Doctor and selected category is “Doctor (Full)”, next page is “Qualifications”. But if category is “Letter of Intent”, next page contains “University” and “Medical School” drop-down lists, input “Course title” where Applicant can input free text and options “Yes” or “No” regarding “Five (5) Duration Minimum,” “Consists of at least 5500 hours,” “Supervised by university” and “Campus is within EU” as shown below.

Register	Medical Doctor	Category:	Letter of Intent
University:	<input type="text" value="-"/>		
Medical School:	<input type="text" value="-"/>		
Course title:	<input type="text"/>		
Five (5) Duration Minimum	YES <input type="radio"/> NO <input type="radio"/>		
Consists of at least 5500 hours	YES <input type="radio"/> NO <input type="radio"/>		
Supervised by university	YES <input type="radio"/> NO <input type="radio"/>		
Campus is within EU	YES <input type="radio"/> NO <input type="radio"/>		

» Continue with Application

NOTE1: You must have Letter of Intent approved before you can apply for provisional licence!

NOTE2: You cannot register more than one application under the same register and category.

On the “Qualifications” page, the Applicant can add as many qualifications as he/she has.

The “+ Add Qualification” button reveals fields like “Register”, “Awarding Body”, “Qualification”, “Country” (where applicant can select item from drop-down list), “Remarks” (input field where Applicant can enter free text) and Dates.



Qualifications

Section help! Please enter your Qualifications below.

+ Add Qualification



Register:	<input type="text" value="Medical Doctor"/>	
Awarding Body:	<input type="text" value="University of Malta"/>	Awarding Body Not Listed <input type="checkbox"/>
Qualification:	<input type="text" value="-- Select --"/> <input type="text" value="Master of Science in Physical Chemistry"/>	Qualification Not Listed <input checked="" type="checkbox"/>
Date Awarded:	<input type="text" value="20/01/2016"/>	
Remarks:	<input type="text"/>	
Training that led to this qualification:		
Country:	<input type="text" value="MALTA"/>	
Date From:	<input type="text" value="19/06/2018"/>	Date To: <input type="text" value="08/10/2022"/>

> Continue with Application

- **Register** – The profession selected on ‘Submit an Application’ page will be displayed. It is not possible to select another profession in this step.
- **Awarding Body** - This is a dropdown list prepopulated from the Manage Universities table on Admin site
- **Qualification** - This is a dropdown list prepopulated from the Manage Qualifications table on Admin site
- **Country** - This is a dropdown list prepopulated from the Manage Countries table on Admin site

Checkboxes “Awarding Body Not Listed” and “Qualification Not Listed” enable Applicant to input a university and qualification that are not on the list. Input field appear below the drop-down list, where he/she can input free text as shown below.

Awarding Body:	<input type="text" value="-- Select --"/> <input type="text" value="TEST"/>	Awarding Body Not Listed <input checked="" type="checkbox"/>
----------------	--	--

- **Date From** – the Start Range of the ‘Qualification’. Calendar appears by on click of input field..
- **Date To** – the End Range of the ‘Qualification’. Calendar appears by on click of input field.

On the “**Declarations of Registrations**” page, the Applicant can add declarations of registration by clicking on “+ Add Declarations of Registrations” button. Applicant then can input Start Date and End Date for “Academic Qualifications”, “University / Awarding body”, “Registering Institution/s”,



“Country and date of first registration” and/or “Current registration/s”. Also, there are fields for details.

Declaration Of Registrations

Section help! Please enter your Declarations Of Registrations below.

I declare that I do not practise any other Health Care Profession and I am not registered as such

+ Add Declaration Of Registration



Academic
Qualifications

Start Date:

07/01/2020

End Date:

04/06/2021

Qualification Details:

TEST

University / Awarding
body

Start Date:

14/05/2019

End Date:

04/06/2021

University / Awarding
body Details:

TEST

Registering
Institution/s

Start Date:

20/05/2018

End Date:

04/06/2021

Registering
Institution/s Details:

TEST

Country and date of
first registration

Start Date:

06/11/2020

End Date:

04/06/2021

Country Details:

TEST

Current registration/s

Start Date:

30/05/2021

End Date:

04/06/2021

Current registration/s
Details:

TEST

» Continue with Application

If the Applicant do not want to add Declarations of Registrations, he/she can check ‘I declare that I do not practise any other Health Care Profession and I am not registered as such’ and click on ‘Continue with Application’ button.

On the “**Registration Statuses**” page, the Applicant can add Registration Status and Past Registration Status using “+ Add Registration Status” and “Add Past Registration Status” buttons.

The following fields are needed to fill the Registration Status:

- **Country** – This is a dropdown list prepopulated from the Manage Countries table on Admin site
- **Competent Body** – Applicant user can input free text
- **Registration Type** – Can be Full, Provisional and Temporary
- **Status** – if selected status is Active Applicant must tick ‘I am ready to submit further information if requested by the Medical Council’ to be able to proceed.
- **Date of Registration**



NOTE: Applicant needs to click in field. This will open calendar where Applicant can select Date.

Please note that All Fields are mandatory.

Registration Statuses

Section help! Please enter your Registration Statuses below.

I do not presently hold and never held registration with any other competent authority

I declare that i am also registered in:

+ Add Registration Status



Country:	<input type="text" value="MALTA"/>	
Competent Body:	<input type="text" value="Competent Body 1"/>	
Registration Type:	<input type="text" value="Full"/>	Other Registration Type <input type="checkbox"/>
Status:	<input type="text" value="Active"/>	Other Registration Status <input type="checkbox"/>
Date of Registration:	<input type="text"/>	

I am ready to submit further information if requested by the Medical Council

I declare that in the past I held registration in:

+ Add Past Registration Status



Country:	<input type="text" value="MALTA"/>	
Competent Body:	<input type="text" value="Competent Body 2"/>	
Registration Type:	<input type="text" value="Full"/>	Other Registration Type <input type="checkbox"/>
Status:	<input type="text" value="Not Active"/>	Other Registration Status <input type="checkbox"/>
Date of Registration:	<input type="text"/>	

» Continue with Application

NOTE: Checkbox "I am ready to submit further information if requested by the Medical Council." is only visible when status Active is selected.

Checkboxes "Other Registration Type" and "Other Registration Status" enable Applicant to input a registration type and status that are not on the list. Drop-down lists become input fields where he/she can input free text.



If Applicant checks “I do not presently hold and never held registration with any other competent authority” at the top of the page he/she will not need to add registration statuses.

Button “Continue with Application” at the bottom of the page save all inputs and leads to next page.

NOTE: The Applicant can go to the next page even without entering any of these data by directly clicking on “Continue with Application” button.

Next page can contain only **Full-Time Experiences, or Full-Time Experiences and Practical Training** depending on selected Register and Category.

Practical Training is required. In order to add one, button ‘+ Add another Training’ is to be pressed. This will display following fields:

- **Date From** – the Start Range of the ‘Practical Training’. Calendar appears on click on input field.
- **Date To** – the End Range of the ‘Practical Training’. Calendar appears on click on input field.
- **Work Place Description** – the place where the training sessions were held
- **Hours per Week**



Practical Training

Section help! Practical Training acquired before eligible in your country.



Date From:	<input type="text" value="23/01/2018"/>
Date To:	<input type="text" value="24/10/2019"/>
Work Place Description:	<input type="text" value="Work Place Description"/>
Hours per Week	<input type="text" value="30"/>

+ Add another Training

Full-Time Experiences

Section help! Any Full-Time experience since you first acquired right to practice.



Work Place:	<input type="text" value="██████████"/>	Other <input type="checkbox"/>
Work Role:	<input type="text" value="Assistant"/>	Other <input type="checkbox"/>
Work Type:	<input type="text" value="Full-Time"/>	
Starting From:	<input type="text" value="09/07/2019"/>	Till: <input type="text"/>

+ Add another WorkPlace

» Continue with Application

In the 'Full-Time Experiences' section, the Applicant can select from drop-down lists: work place, role and type. He/she can also click in input fields "Starting From" and "Till" to open calendar and select date.

If the work place is not on the list, the Applicant can check "Other" and input work place name as free text. In this case, fields like Country, Locality, Street, Property and Postcode appear.



Work Place: Other

Country*

Locality*

Street*

Property*

Postcode

Work Role: Other

Work Type:

Starting From: Till:

Only when MALTA is selected, the 'Locality' and the 'Street' turn into drop-down lists. For other countries these are input fields.

If Work Role is not on the list, the checkbox 'Other' is to be pressed. Below the drop-down list input field would appear where the Applicant can enter free text as shown below.

Work Role: Other

- **Starting From** – the Start Range of the 'Full-Time Experience'. Calendar appears by on click of input field.
- **Till** – the End Range of the 'Full-Time Experience'. Calendar appears by on click of input field.

The button "Continue with Application", at the bottom of the page, leads to the page 'Speciality Qualifications'.

Specialist Qualifications

Section help! Please enter your Specialist Qualifications below.

+ Add Specialist Qualification

> Continue with Application

In order to add **Specialist Qualification**, the button "+Add Specialist Qualification" is to be pressed. Following fields are required:

- **Title of Specialist Qualification** - The profession selected on the 'Submit an Application' page will be displayed. It is not possible to select another profession in this step.
- **Awarding Body** - This is a dropdown list prepopulated from the Manage Universities table on the Admin site



- **Specialist Qualification**
- **Country** - This is a dropdown list prepopulated from the 'Manage Countries' table on the Admin site

Specialist Qualifications

Section help! Please enter your Specialist Qualifications below.

+ Add Specialist Qualification



Title of Specialist Qualification:

Medical Doctor

Awarding Body:

University of Malta

Awarding Body Not Listed

Specialist Qualification:

-- Select --

Qualification Not Listed

Master of Surgery

Date Awarded:

16/07/2020

Remarks:

Training that led to this qualification:

Country:

MALTA

Date From:

14/08/2020

Date To:

06/10/2022

> Continue with Application

Checkboxes "Awarding Body Not Listed" and "Qualification Not Listed" enable the Applicant to input a university and qualification that are not on the list. Drop-down lists become input fields where free text can be entered.

- **Date From** – the Start Range of the 'Qualification'. Calendar appears by on click of input field.
- **Date To** – the End Range of the 'Qualification'. Calendar appears by on click of input field.

From this page, the Applicant can go to the page for uploading documents, required for the respective profession.

NOTE: The Applicant can go to the next page even without adding Specialist Qualification, by directly clicking on the "Continue with Application" button.



Register Medical Doctor

Category: Doctor (Full)

Uploading of Documents! Document fields marked with a * are required.

Document Name		Supplied Directly by Competent Authority	
Certificate of Current Professional Status	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
Certificate of Current Professional Status - Translated	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
Certificate of Good Standing	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
Certificate of Good Standing - Translated	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
* Birth Certificate	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
Police Conduct	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	
Primary Medical Degree	<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>	

Qualifications

Qualification Master of Science in Physical Chemistry University University of Malta Proof * No file chosen

Specialist Qualifications

Specialist Anaesthetics and Intensive Care University University of Malta Proof * No file chosen
Qualification Medicine -

The Applicant can click the "Choose File" button of the respective document to find and open proper file. Also, he /she can check "Supplied Directly by Competent Authority," which means that the applicant would not be required to upload the document.

The button "Add an additional document", the Applicant can use to upload additional document before submitting the application.

Document : No file chosen

Document Description :

Date "Indicate when you intend to take up work in Malta" is required. Clicking on this field opens calendar.

After uploading the required documents, the Applicant will be able to submit the application using the ' Submit the Application ' button.

NOTE: To be able to submit the application the Applicant needs to tick all disclaimers.

Submitted application appears in the table on "Applications and Payments" tab with status PENDING VETTING as shown below.



Submitted Date	Registered Date	Profession	Category	Expiry Date	Status	
11/05/2021	-	Medical Doctor	Doctor (Full)	-	PENDING VETTING	

The Applicant can monitor how the status of application is changing during approving process by Admin. When status is changed to e.g. LICENCE SIGNED – AWAITING PAYMENT, in the ‘Payments’ section the Fee with status PENDING appears. It means that the Applicant can pay the Fee ([refer to Section 3.11](#)).

Date	Description	Amount (€)	Status	
11/05/2021	Application Registration Fee	25.00	PENDING	

3.5 Upload Insurance

The applicant is required to upload his/her insurance. Clicking on the



button, the pop-up “Upload your insurance” opens

where the Applicant can input insurance company name and upload document.

Upload your insurance ✕

Insurance Company Name:

Upload a document: No file chosen

On save, the Page will refresh and the Insurance will be added to the table on “Insurance” tab as shown below.

Applications and Payments	Qualifications	Insurances	Documents (5)
Insurances			
Search: <input type="text"/>			
Insurance Company Name	Document Name	Date Uploaded	
Eimo	Testing.pdf	22/09/2025 11:28:04	View Document

To open uploaded document, Applicant needs to click on the “View Document” link. This opens document in a new tab.



3.6 Request Certificate

To be able to request certificate, the Applicant must have the application with status READY FOR COLLECTION.

To request certificate, the Applicant need to click on the




button. This opens pop-up where the Certificate Type can be chosen from the provided list and requested using "Submit request" button. The listed Certificate Types are related to the profession and category.

IMPORTANT! Applicant can't request a certificate without having account approved or while he/she is in arrears.

Once this has been requested, depending on the Certificate Type, the Applicant would be required to pay Certificate Fee. In Payments table, description "Certificate Fee" appears with Pay button ([refer to Section 3.11](#)).

3.7 Cancelling Application

The Applicant can cancel application clicking the  button and selecting cancel reason.

If the reason Applicant needs is not on the list, item 'OTHER' can be selected and reason can be inputted as free text as shown below.



Status of the application becomes PENDING APPLICATION CANCELLATION until request is approved by the Admin.

Applications

Search:

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
11/05/2021	-	Medical Doctor	Doctor (Full)	-	PENDING APPLICATION CANCELLATION

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
----------------	-----------------	------------	----------	-------------	--------

After Admin approves, status changes to CANCELLED.

Applications

Search:

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
11/05/2021	-	Medical Doctor	Doctor (Full)	-	CANCELLED

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
----------------	-----------------	------------	----------	-------------	--------

3.8 Editing Application with status NEW

In the “Applications” section, the application with status NEW can be edited clicking the “Edit



Application” button . This means that application is still not submitted and the Applicant needs to go through all pages and finish procedure. Pages are determined by profession and category.

3.9 Editing Application with status REQUEST FOR CLIENT MODIFICATION

In the “Applications” section, if the application has status REQUEST FOR CLIENT MODIFICATION, the



Applicant can edit it clicking the “Edit Application” button.

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status		
19/10/2022	-	Medical Doctor	Doctor (Full)	-	REQUEST FOR CLIENT MODIFICATION		

This opens the “Application Modification Request” page where all modification requests related to application are listed.



Application Modification Request



Qualifications
Qual mod
Practical Training
PT mod

[▶ Go to Application](#)

After clicking the “Go to Application” button, the Applicant can go through all pages, review modification requests and apply them. Modification requests are displayed on each page at the top of the page as shown below.

Specialist Qualifications Modification Comments

Spec Qual mod details - TEST

Specialist Qualifications

Section help! Please enter your Specialist Qualifications below.

NOTE: On pages, for which modification request does not exist, filed is empty.

The last page that appears in this process is page for uploading documents. Clicking the “Submit the Application” button, main page opens and status of the Application changes to PENDING VETTING.

3.10 Add new document or download existing one

On the main screen there is tab “Documents”. To add new document or download the existing one, the Applicant needs to select this tab.

To add a new document, click on the “Choose File” button. In the file dialog window that appears, navigate through the folders and directories on your computer to locate the desired file, select the file, and click the “Open” button. The document will be displayed in the table below.

To download the file, click on the “eye” icon on the right side of the file name.

Documents

No file chosen

Search:

Date	Document Name	
28/08/2025	Testing	

3.11 Ask for Exam/ Pending (Adaptation Period)

In order to answer on question ‘Will you be attending the exam’, button ‘Exam Information’ is to be pressed.



Submitted Date	Registered Date	Profession	Category	Expiry Date	Status		
12/05/2021	-	Medical Doctor	Doctor (Full)	-	ASK FOR EXAM		
04/06/2021	-	Medical Doctor	Doctor (Full)	-	PENDING (ADAPTATION PERIOD)		

This will prompt the system to open pop-up with two possible answers 'Yes' and 'No' as shown below.

Exam Information ✕

Will you be attending the exam:

Yes

No

[» Submit the Exam Information](#)

Choosing **No** option will change application status to **REJECTED**.

If the answer is 'Yes', on submitting the Page will refresh and 'Application Exam Fee' with status PENDING would appear in 'Payments' section as shown below ([refer to Section 3.12](#)).

Date	Description	Amount (€)	Status	
12/05/2021	Application Exam Fee	25.00	PENDING	

3.12 Renewing Application

The Application that needs to be renewed has status READY FOR COLLECTION (REQUIRES RENEWAL).

It can be renewed clicking the button .

Submitted Date	Registered Date	Profession	Category	Expiry Date	Status		
25/09/2025	25/09/2025	Medical Doctor	Doctor (Temporary)	26/09/2025	READY FOR COLLECTION (REQUIRES RENEWAL)		

This will prompt the system to open the page 'Renew Application' where fee amount can be seen.

Renew Application

Register : Medical Doctor Category : Doctor (Temporary)

Please Note:

- You will be requested to check your details and amend those details that can be edited
- For details that cannot be amended you are required to contact the council
- After details have been amended, you are required to pay the Renewal Fee (if applicable)

Fee Amount: **Eur 51.3**

[» Continue with Renewal »](#)



The “Continue with Renewal” button, opens the page with personal details, qualifications and declaration of indemnity. The Applicant can make changes or leave all data as is. The only fields that must be filled in are dates, *Declaration of Indemnity From* and *To*.

On continue, the Page will refresh and the status of the application becomes Awaiting Renewal Payment as shown below.


Submitted Date	Registered Date	Profession	Category	Expiry Date	Status
25/09/2025	25/09/2025	Medical Doctor	Doctor (Temporary)	26/09/2025	AWAITING RENEWAL PAYMENT

The Application Renewal Fee with status PENDING appears in the ‘Payments’ section ([refer to Section 3.12](#)).

Date	Description	Amount (€)	Status
25/09/2025	Application Renewal Fee	51.30	PENDING

After the Fee is being paid, the status of the application changes into READY FOR COLLECTION.

3.13 Payment

Payment with status PENDING needs to be paid. In order to pay, button  is to be pressed. This will open Payment Details as shown below.

Payment

⚠ Please input details requested below and click Continue to submit the transaction. Ensure that the Continue button is clicked only ONCE.

Payment Details

Fields with an * are required.

Card Type * Card Number *


Expiry *

Card Holder Name * E-mail


Total amount that will be charged to your card is € I have read and accept terms and conditions

Card Type needs to be found and selected in the “Card Type” drop-down list (e.g. MASTERCARD). Card Number needs to be typed in “Card Number” input field. Each card has expiry date so Applicant should select month and year from drop-down list.



Applicant should also input CVV number. This field appears as soon as Applicant selects card type. If he/she is not sure where to find CVV number on the card, he/she can click on info icon . This will prompt the system to open explanation pop-up as shown below:



Input fields, “Card Holder Name” and “E-mail”, are also required so Applicant needs to fill them too. Applicant can read “Terms and Conditions” by clicking on icon  beside text “I have read and accept terms and conditions” and needs to check it.

I have read and accept terms and conditions 

Applicant needs to click on “Continue” to submit the transaction.

NOTE: Applicant can also cancel a payment by clicking on Cancel button.

If payment was successful following page opens:

Payment

 Please input details requested below and click Continue to submit the transaction. Ensure that the Continue button is clicked only ONCE.

Successful!

 Your payment has been received successfully.

[Click Here](#) to close this page.

The Applicant needs to click on the “Click Here” button, which opens Applicant main screen.



Specialist Registration Fee

If the new specialisation is registered, the Speciality with status PENDING PAYMENT SPECIALIST REGISTER will be displayed in the “Specialities” table.

In order to pay the fee, Applicant needs to click on the “Pay” button, upload required documents, tick the checkbox, and click on the “Save Documents for Inclusion in SAC” button.

Application for Inclusion in SAC:

Upload Documents for inclusion in SAC: Please note that if you upload documents and try to pay at a later date you will be requested to upload the documents again

Info

Applicant: [REDACTED]
ID: 0 [REDACTED] M
Address: [REDACTED]
Postcode: -
Speciality Name:
Medical Council Registration No: [REDACTED]

Documents:

Copy of the letter received from SAC: No file chosen
Copy of the decision from HCP Appeals Committee: No file chosen
Certificate of Completion of Specialist Training: No file chosen

I certify that all information given is true, complete and accurate to the best of my knowledge

This will open “Payment Details” where he/she can input details requested and click “Continue” to submit the transaction

When Applicant pays the “Specialist Registration Fee”, status of the fee changes to PAID and status of the Speciality becomes PENDING VETTING SPECIALIST REGISTER. If Admin approves it, the status changes into READY FOR COLLECTION.