



CONTINUING SECOND YEAR REQUEST FORM

This form is to be completed and handed in at the Student Services Office, room B104 by the non-Junior College student who would like to continue the second year at Junior College (JC). Kindly write in block letters.

Name & Surname:		
ID №:	Mob №:	Tel. №:
Address:		
I have completed my first year at:		
<i>Date of last attendance at this institution (month and year):</i>		
Reason for requesting to transfer to Junior College:		
Applicant's Signature		Date

Please note

1. Applicants who satisfy the entry requirement for JC are eligible to apply.
2. Applicants who have completed the first year of the Matriculation Course (MC) at another institution and have been promoted to second year can apply.
3. Applicants who have completed their **full** MC at another educational institution can also apply to restart second year at JC.
4. Applicants have to make sure that they have chosen at least one (1) subject from each of Groups 1, 2 and 3 and that the choice of subjects satisfies the MATSEC certification requirements.
5. Not more than **two (2)** of *Accounting, Economics* and *Marketing* maybe chosen.
6. *Environmental Science* is only offered at Intermediate level and may not be taken with *Biology, Chemistry* or *Physics*.
7. *Computing* may not be taken with *Information Technology*.
8. *Engineering Drawing* may not be taken with *Graphical Communication*.
9. **It is the applicant's responsibility to make up for the subject/matter/projects/practicals and other educational experiences covered at JC during first year.**
10. Application for commencing second year at JC does not mean that approval is automatic and is subject to administrative constraints.
11. An administrative fee applies and varies according to the stages of application: i) during application period it is €23.30, ii) for late applications it is €46.60 and iii) for very late applications it is €116.50. Kindly check the JC Prospectus or jc.um.edu.mt/prospectivestudents/onlineapplications for the application period dates.

For office use

Stamp/date/SSO Officer signature