

**ADVICE NOTICE ON THE USE OF THE EXAMINATION APPLICATION PORTAL.**

**PLEASE KEEP THIS DOCUMENT OPEN IN A SEPARATE WINDOW TO HELP YOU TO FILL IN YOUR APPLICATION ONLINE.**

Please read this advice notice in full, before proceeding to fill in your application.

**PAGE 1. – EXAM APPLICATION**

1. There is no need to hurry. Take your time to fill in the information requested in the portal correctly.
2. In the first section of the application you will be required to enter your personal details i.e. *Name, Surname, and postal address*. Please fill in both address lines.

Personal Details:

Name	
Surname	
Address line 1	
Address line 2	
City	Postal code
Country <span>▼</span>	

It is very important that the details are entered correctly, especially your *name* and *surname*. **Please check your spelling as any mistakes will appear directly in your certificate.** These may be corrected later but it will take time and there will be a charge.

3. In the second section you will be required to select your *Date of Birth, Your Country of Birth* and your *Nationality* from the dropdowns. You will also be asked to enter your *ID Card Number*. If you do not have an ID number, please enter your Passport Number.

ID/Nationality:

Date of Birth:	DD <span>▼</span>	MM <span>▼</span>	YYYY <span>▼</span>
ID Card Number			
Country of Birth <span>▼</span>			
Nationality <span>▼</span>			

4. In the third section, you will be required to enter your contact details i.e. your **email address** and **mobile number**. You will also be asked to select the prefix country calling code of your mobile phone from the dropdown.

Contact information:

✉ email@example.com

Enter a Valid Email to Send Verification Code

👤 Enter Verification Code

(+356) ▾ 📞 Mobile Number

Please enter your email address and press **Send Code**. This will send you a verification code to your email address to verify it.

Contact information:

✉ name\_surname@gmail.com

Send Code

👤 Enter Verification Code

(+356) ▾ 📞 Mobile Number

Check your emails and go to the email containing the verification code.



Copy the verification code into the **Enter Verification Code** field.

Contact information:

✉ name\_surname@gmail.com

Send Code

👤 443485

(+356) ▾ 📞 Mobile Number

5. In the fourth section you need to select the examinations that you wish to sit for.
- a. Exams at A1 and A2 levels are non-modular i.e. candidates must sit for all 4 parts, Lesen, Hören, Schreiben and Sprechen. Just select your choice of exam in the first dropdown box. There is no need for any further selection.

Exam/Payment Details:

Goethe Zertifikat A1 FIT in Deutsch 1 (€40)	▼
No more options to select	▼
No more options to select	▼

- b. Exams at levels B1 to C2 are modular, i.e. Candidates can choose to sit for a single module, a combination of modules, or else all 4 modules. Please make your selection correctly.

- b-i. When an exam with ALL 4 Modules is selected in the first dropdown box, then the remaining dropdown boxes will indicate that there are “no more options to select” and no further input is needed.

Exam/Payment Details:

Goethe Zertifikat B1 - ALL Modules (€100)	▼
No more options to select	▼
No more options to select	▼

- b-ii. When an exam of an individual module is selected in the first dropdown box, there is the option to select more modules, e.g. 1, 2 or 3 modules may be selected. In that case, the remaining modules you wish to sit for can be selected using the remaining dropdowns.

e.g. Selecting 2 modules:

Exam/Payment Details:

Goethe Zertifikat B1 - Lesen (€30)	▼
Goethe Zertifikat B1 - Horen (€30)	▼
None	▼

e.g. Selecting 3 modules:

Exam/Payment Details:

Goethe Zertifikat B1 - Lesen (€30)	▼
Goethe Zertifikat B1 - Horen (€30)	▼
Goethe Zertifikat B1 - Schreiben (€30)	▼

6. At the end you will select your payment method. At the moment only payment by Direct Bank Transfer is possible.

Pay with Bank Transfer	▼
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7. Please tick the first box if you are under 18 years of age.

I am under 18 years old

In this case, please download and print the *Guardian Authorization Form*.

All students under the age of 18 need to have the Authorization Form signed by their Guardian.

Upload Signed [Guardian Authorization Form](#)

The Guardian should fill in, sign and scan the *Guardian Authorization Form*. The scanned copy is to be uploaded by means of the *Choose File* button in this section.

Upload Signed [Guardian Authorization Form](#)

<input type="button" value="Choose File"/> No file chosen
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8. Please tick the second box if you are a candidate with a disability or special needs.

I am with a disability or with special needs

In this case, please download and print the *acceptable evidence of disability form*.

All claims will be evaluated in accordance with the relative [Terms & Conditions](#) issued by the Goethe Institute.

Upload [acceptable evidence of disability](#)

Please have the *acceptable evidence of disability* form filled in by a Medical Professional, and scan it. The scanned copy is to be uploaded by means of the *Choose File* button in this section.

Upload acceptable evidence of disability

No file chosen

9. Please tick the third box if you are not in possession of an ID Card.

I am not in possession of an ID Card

In this case please upload a passport size photo of the candidate by means of the *Choose File* button in this section.

Upload passport size photo

No file chosen

10. Please tick the last box after you have **read and understood carefully** all the exams' regulations.

I confirm that the information submitted is correct and that I have read and abide by regulations on the [German-Maltese Circle's website](#) and from the [Goethe Institute Examination Terms & Conditions/Guidelines](#).

11. Please double check that you have entered all the information requested correctly BEFORE continuing with the application. All input textboxes should have a **green box** around them.

Joe

If any data is still missing or incorrect, there will be a **red box** around the corresponding input textbox or dropdown.

Name

12. When all data has been entered correctly, the button at the bottom will change to *Continue...*

13. Press *Continue* to go to the next page for payment.

**PAGE 2 – PAYMENT.**

1. The price and the exams selected are clearly indicated on the left hand side of Page 2.

←  German-Maltese Circle

Pay German-Maltese Circle

**€100.00**

Goethe Zertifikat B1j - ALL Modules €100.00

2. Please pay the amount by Direct Bank Transfer to the IBAN account number indicated on the right hand side of the page.

- Beneficiary Name: German-Maltese Circle
- Banker : Bank of Valletta
- IBAN : MT79VALL 2201 3000 0000 4002 4006 574
- BIC : VALLMTMT

3. When the payment has been made, please upload a scanned copy of the Bank document, by pressing the *Choose File* button in this section.

Bank Transfer Proof

No file chosen

4. Please insert the bank *Reference Number for the Transaction* as shown on the bank document where indicated.

Reference Number for the Transaction

Reference Number for the Transaction

5. Kindly recheck that all the submitted information is correct and that the bank transfer was completed. Only then, tick the box confirming this.

I confirm that the information submitted is correct. I understand that if the money transfer to the GMC Bank account is not affected within one business day, the application will be rejected immediately.

6. When you are ready and entered all the required fields, the button will be enabled to allow you to submit the application. Please press the Button *Submit for Verification*.

**Submit for Verification.**

At this stage your application is registered in our system.

**PAGE 3. – SALES RECEIPT.**

1. A sales receipt will appear with the details of the Candidate, the examinations selected and the total amount paid.
2. We recommend that you download a copy of the Sales Receipt by pressing the *Download Receipt as PDF* button at the top of the page. You may save a copy of this document in a folder in your computer for later reference.



3. We also recommend that you send a copy of this Sales Receipt to your mailbox. You can do so by pressing the *email invoice* button at the top of the page.



4. In your receipt, you will notice that the Booking Status is **Pending Approval**.

Intake period: March 2024  
Booking Status: **Pending Approval**

5. You will receive a revised Sales Receipt in your mailbox with the status changed to **Completed** once the Bank Payment has been confirmed by the administrator. This may take up to 2-3 working days. **Only the receipt with the Booking Status marked as Completed will be accepted as the final official receipt.**

Intake period: March 2024  
Booking Status: **Completed**

AT THIS STAGE YOUR APPLICATION IS COMPLETE, AND IS REGISTERED IN OUR SYSTEM.

PLEASE PRESS THE CLOSE BUTTON AT THE TOP OF THE PAGE TO GO BACK TO THE WEBSITE OF THE GERMAN-MALTESE CIRCLE.



THANK YOU AND GOOD LUCK WITH YOUR EXAMINATIONS!

PLEASE NOTE THAT THE NOTES AT THE LOWER END OF THE SALES RECEIPT SHOULD BE READ CAREFULLY.

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