



Admission Policy – Foreign Students

Policy Code: ADMF 002
6th Cycle Amendments

Issued: December 2024

Review Date: December 2025



Admission Policy – Foreign Students

Policy Code: ADMF 002
Version: 1.0 | Effective: December 2024 | Review Date: December 2025

Contents

1. Purpose3

2. Scope3

3. General Principles3

4. Admission Process for Foreign Students.....3

5. Special Considerations4

6. Policy Review4

Appendix A Sample Conditional Offer5

Appendix B Acceptance Letter9

 thinktalent	Admission Policy Foreign Students	Page	3
--	--	-------------	----------

1. Purpose

This policy sets out the specific requirements and procedures for the admission of foreign students applying to ThinkTalent accredited programmes (MQF / EQF / OTHM Levels 3–7, MFHEA Levels 3–7). It complements and must be read together with the General Admission Policy (ADMG 001).

2. Scope

Applies to all non-Maltese and international applicants who require a visa or residence permit to study at ThinkTalent.

3. General Principles

- Foreign applicants are subject to all eligibility, selection, and appeals provisions outlined in the General Admission Policy.
- Additional visa-related requirements and enrolment procedures apply.
- Recognition of Prior Learning (RPL) requests are handled under the RPL Policy, available on the ThinkTalent website.

4. Admission Process for Foreign Students

- Step 1: Online Registration

Students complete the Registration Form on the Student Resources page. Required documents (qualification transcripts, CV, motivation letter, English certificate, passport copy) are uploaded to ThinkTalent CRM or emailed to admin@thinktalent.com.mt.

- Step 2: Document Verification

The Admissions Officer verifies academic eligibility and language requirements. RPL applications are considered in line with the Recognition of Prior Learning Policy.

- Step 3: Conditional Offer Letter

Eligible applicants receive a Conditional Offer Letter including student details, chosen course, entry requirements, terms & conditions, and fees.

- Step 4: Registration Fee & Initial Receipts

Upon payment of the non-refundable registration fee, a receipt is issued. Upon payment of the refundable deposit (50% of annual fees), a second receipt and an Acceptance Letter are issued.

- Step 5: Acceptance Letter

Confirms course details and intake date (subject to VFS/Identità Malta 9-week rule) and includes two mandatory declarations: Declaration of Accommodation in Malta and Undertaking Letter on visa validity.

- Step 6: Visa Pack Issued

Visa Pack includes Acceptance Letter, Timetable, Course Fact Sheet, Terms & Conditions, and Programme Description.

- Step 7: Visa Appointment & Verification

Students inform ThinkTalent of their visa appointment date. ThinkTalent sends a verification letter confirming genuine application to the visa authority.

- Step 8: Welcome Letter

Upon visa approval, the student receives a Welcome Letter confirming admission, induction details, and payment schedule.

5. Special Considerations

- Intake dates may be adjusted to comply with VFS/Identità Malta 9-week minimum submission rules.
- Incomplete or late applications risk refusal of admission.
- Students must comply with all MFHEA, OTHM, and Identità Malta regulations.

6. Policy Review

This policy is reviewed annually in alignment with institutional QA processes and regulatory updates.

Appendix A Sample Conditional Offer



Conditional Offer Letter

Student Name:	XXXXXX
Passport/ ID Number	XXXXXX
Student Registration	XXXXXX



Malta
Further & Higher
Education Authority

Licence no: 2017-004



othm[®]

qualifications

Centre No: DC2301752



Ofqual

Office of
Qualifications
and Examinations
Regulation

Think Talent Ltd, Level 3, Centris Business Gateway 1,
Trij is-Salib tal-Imriehel Zone 3, Central Business District,
Birkirkara, Malta. CBD 3020.







Issued on: XXXXX

Dear XXXXXXXXXXXXX,

Thank you for your application to attend a full-time one-year course at Think Talent Institute. We will process your application accordingly and will be in contact in due time regarding the status of your application.

Student Name	XXXXX	Passport Number	XXXXX
Date of Birth	XXXXX	Nationality	XXXXX

Course Details

Course Title	XXXXX
Awarding Body	Think Talent Limited
Address	Think Talent Level 3, Centris Business Gateway, Triq. is-Salib tal-Mrieħel, Zone 3, Central Business District, Birkirkara CBD 3020

Level	XXXXX	Mode of Study	Full-Time
ECTS	60	Contact Hours Per Week	12
TQT	1200 Hours	Contact Hours Yearly	600
Course Duration	1 year/ 12 months	Course Fee Per Year	XXXXX
Course Start Date	XXXXX	Course End Date	XXXXX
Course Hiatus Period	As Per Timetable Attached.		





Terms and Conditions

This is a conditional acceptance letter. Official admission will be confirmed upon verification of all submitted documents.

- A non-refundable registration fee of XXXXX is required as part of the enrolment process.
- An assessment (academic and/or language) may be required prior to final acceptance, depending on the program's requirements.
- Payment must be made to the bank details provided below at the earliest opportunity to secure your provisional place.
- The registration fee must be paid in full before any assessment or further processing can proceed.
- Please ensure that all payments are clearly referenced with your full name and application number (if applicable).
- Failure to submit the required documents or make the necessary payment may result in the cancellation of your conditional acceptance.
- All submitted documents must be authentic and verifiable. Any falsification will lead to immediate disqualification from the admission process.





Post-Acceptance Terms and Conditions

Upon successful submission and verification of all required documents and fees, an Official Acceptance Letter will be issued.

The Acceptance Letter may be used to initiate your visa application process and will confirm the receipt of:

- The admission fee
- Payment of tuition fees as per agreement.

Think Talent Details

Bank	APS Bank
Name:	Think Talent Limited
APS Account No.	40170920017
IBAN:	MT82APSB77013000000040170920017
SWIFT/BIC Code:	APSBMTMT
OTHM Registration Number	DCO 2301752
MFHEA Licence Number	2017-004

We look forward to welcoming you to this programme.

Yours Truly,

Dr. Beverly Cutajar
Executive Director

ThinkTalent shall process your personal data to provide the service herein envisaged. The processing of personal data shall be adequate, relevant, and limited to what is necessary for the purposes for which it is so processed and limited to the services for which ThinkTalent shall provide. Your personal data shall be processed in line with the General Privacy Notice of ThinkTalent. This Notice may be accessed through the following URL: <https://www.thinktalent.com.mt/index.php/privacy-policy>. You may withdraw your consent at any time by sending an email to admin@thinktalent.com.mt



Appendix B Acceptance Letter



Acceptance Letter

Student Name:	XXXXXXXX
Passport/ ID Number	XXXXXXXXXXXXXXXXXXXX
Student Registration	XXXXXXXXXXXXXXXXXXXX



Licence no: 2017-004



Centre No: DC2301752



Think Talent Ltd, Level 3, Centris Business Gateway 1,
Triq is-Salib tal-Imriehel Zone 3, Central Business District,
Birkirkara, Malta. CBD 3020.





Acceptance Letter

Issued on: XXXXX	VFS/IDENTITA Ref No	XXXXX
------------------	---------------------	-------

Dear XXXXXXXX,

On behalf of Think Talent, we are pleased to inform that following an assessment, which was carried out on your current qualifications and experience, you have been unconditionally accepted by Think Talent to participate on the study programme per details below.

This Acceptance Letter may be used to initiate your visa application process.

Student Details

Student Name	XXXXX	Passport Number	XXXXX
Date of Birth	XXXXX	Nationality	XXXXX

Course Details

Course Title	XXXXX
Awarding Body	Think Talent Limited
Address	Think Talent Level 3, Centris Business Gateway, Triq is-Salib tal-Mrieħel, Zone 3, Central Business District, Birkirkara CBD 3020

Level	XXXXX	Mode of Study	Full-Time
ECTS	60	Contact Hours Per Week	12
TQT	1200 Hours	Contact Hours Yearly	600
Course Duration	1 year/ 12 months	Course Fee Per Year	XXXXX
Course Start Date	XXXXX	Course End Date	XXXXX
Course Hiatus Period	As Per Timetable Attached		





CONDITIONS OF OFFER

- This is an acceptance letter subject to the verification of original documents submitted to Think Talent upon arrival in Malta.
- All submitted documents must be authentic and verifiable. Any falsification will lead to immediate disqualification from the admission process.
- Acceptance is subject to the presentation of an attached receipt of course fees received by Think Talent Limited
- Fees are not refundable in whole or in part once a student has commenced the programme.
- It is a condition of acceptance that students agree to abide by the course regulations of Think Talent.
- Any change of accommodation address should be notified to the Academic Office at Think Talent immediately.

We look forward to welcoming you to this programme.

Yours Truly,

Dr. Beverly Cutajar
Executive Director

Think Talent
Level 3, Centris Business Gateway,
Triq is-Salib tal-Mrieħel,
Zone 3, Central Business District,
Birkirkara CBD 3020

~~ThinkTalent~~ shall process your personal data to provide the service herein envisaged. The processing of personal data shall be adequate, relevant, and limited to what is necessary for the purposes for which it is so processed and limited to the services for which ~~ThinkTalent~~ shall provide. Your personal data shall be processed in line with the General Privacy Notice of ~~ThinkTalent~~. This Notice may be accessed through the following URL <https://www.thinktalent.com.mt/index.php/privacy-policy>. You may withdraw your consent at any time by sending an email to admin@thinktalent.com.mt





Declaration of Responsibility to Notify Change of Address

Date:

Name:	XXXXX
Passport No	XXXXX
Current Address:	

To whom it may concern,

I, the undersigned, hereby declare that the above address is accurate and up to date as of the date of this declaration.

I further undertake to notify the school in writing within five (5) working days of any change to my residential address.

I understand that it is my responsibility to ensure that the school has my most current and accurate contact information at all times, and I accept any consequences that may arise from failure to provide timely notification.

I have understood the content of this letter and agreed to sign below and be bound by its terms and conditions.

Yours Truly,

Dr. Beverly Cutajar
Executive Director

Signed

Name: XXXXX

~~ThinkTalent~~ shall process your personal data to provide the service herein envisaged. The processing of personal data shall be adequate, relevant, and limited to what is necessary for the purposes for which it is so processed and limited to the services for which ~~ThinkTalent~~ shall provide. Your personal data shall be processed in line with the General Privacy Notice of ~~ThinkTalent~~. This Notice may be accessed through the following URL <https://www.thinktalent.com.mt/index.php/privacy-policy>. You may withdraw your consent at any time by sending an email to admin@thinktalent.com.mt





Undertaking Declaration

Upon Successful completion of the above-mentioned course the student shall return to his country.

I have understood the content of this letter and agreed to sign below and be bound by its terms and conditions.

Yours Truly,



Dr. Beverly Cutajar
Executive Director
Date 03/06/2025

Signed

Name: XXXXX





Admission Policy – Foreign Students

Policy Code: ADMF 002
6th Cycle Amendments

Prepared by Jes Camilleri

Reviewed by Mario Cordina

