

## Guidelines

How to apply for UOL examinations?

- Visit the UOL student portal and download the Examinations Entry Form. Sign it and Save it on the computer.
- Visit the Examinations Department website [www.exams.gov.mt](http://www.exams.gov.mt) and click on *Exam Boards*, and on *University of London*. Click on *Apply Now*. Choose University of London and click on Apply. It will direct you to the Picture 1.

### UNIVERSITY OF LONDON REGISTRATIONS

#### EXAMS DEPARTMENT

**Deadline: 31st January at midnight (Central European Time)**

Candidates are requested to enter their Maltese identification number. Applicants who do not have a Maltese identification number are requested to enter a number found on their Passport.

In the *More Details* screen, there is a tick box for *Employment Elsewhere*. Please ignore this tick box and proceed with the application.

In the *Declaration* screen, the third tick box states that *All Data provided through this application will only be used for the purposes of recruitment and engagement*. In this case, all Data will be used for Examination purposes and not for recruitment and engagement. Please tick this box too to proceed with the application and payment.

Call in English  
Call in Maltese  
Applications open between 02 January 2019 and 31 January 2019

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**To proceed with your application kindly confirm (by ticking the boxes below) that you have scanned copies of the following documents to upload.**

Examination Entry Form  
 This application incurs also the online payment fee of €25.60

**Note:** All uploads must be of the following file types .pdf, .jpg, .png, .gif, .bmp, .tiff and collectively must be less than 10 MB.

**For further assistance kindly contact Customer Care MEDE on telephone numbers: +356 2598 and ext no. 2463/2334/2437/2461/2467/2455/2436**

[Apply](#)

- Tick the boxes and proceed with the application.
- Enter your id number and your password. Those candidates, who are not in possession of a Maltese Identity card or Residence Permit, are to enter a number which is found on another means of identification.
- Enter your details, an email address and a valid mobile number as shown in Picture 2. Tick I am not a Robot.

MEDE Recruitment

Not secure | mederecruitment2ltd.com/Apply/BasicDetails?eq=GAmnFmuEmZi\_Ui3FpXqT\_sEjHsEj8dRG

## Initial Details

**Nationality**

Maltese having a national insurance (NI) number

Foreign national not having a Maltese national insurance (NI) number

**ID Card Number**

**Name**

**Surname**

**Date of Birth**

**Gender**

**Email**

**Verify Email**

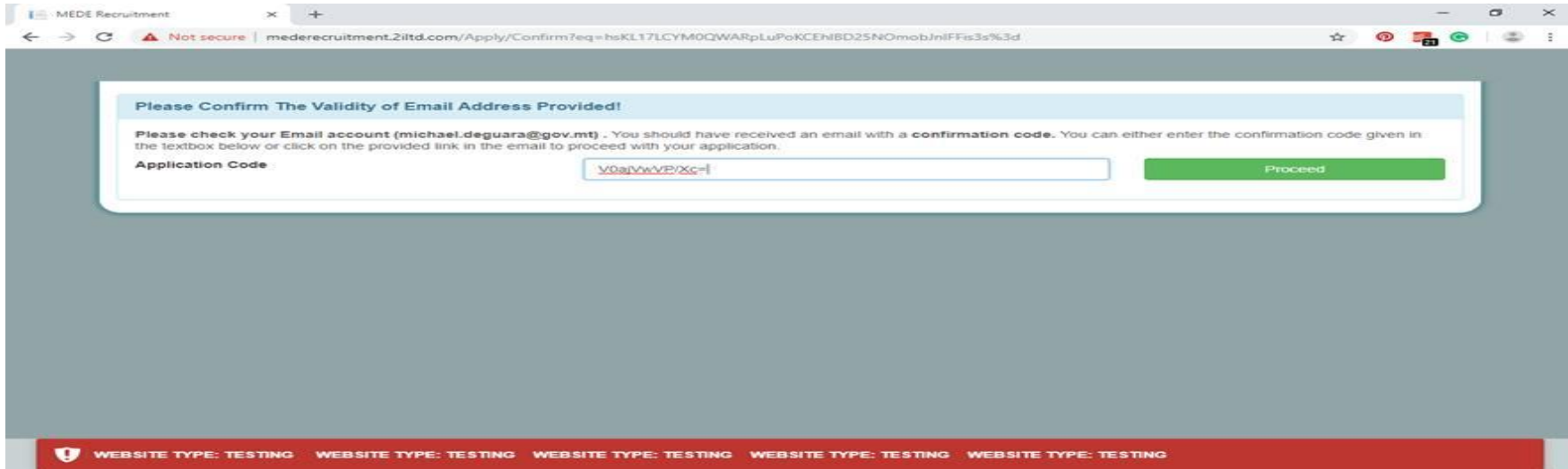
**+ PHONE NUMBERS**

**Mobile**  **Land**

WEBSITE TYPE: TESTING WEBSITE TYPE: TESTING WEBSITE TYPE: TESTING WEBSITE TYPE: TESTING WEBSITE TYPE: TESTING

(Picture 2)

- You will receive an application code on your provided email. You can click on the link provided as per the email received.
- Enter the application code and proceed as shown in Picture 3.



(Picture 3)

- Enter a valid Address. This system has some tick boxes which are there by default such as *Employment Elsewhere* as shown in Picture 4. Please proceed without ticking.

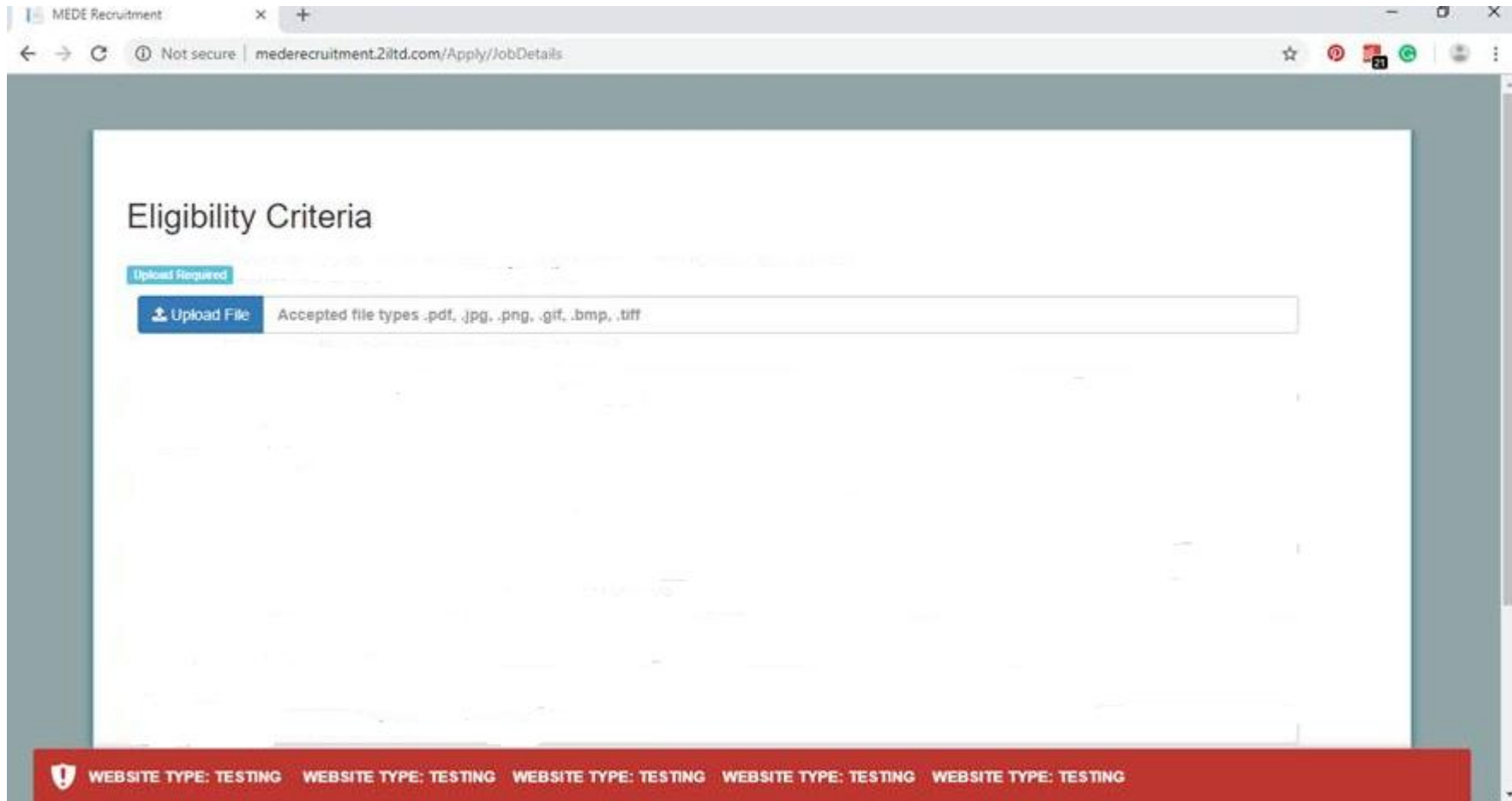
The screenshot shows a web browser window with the address bar displaying "mederecruitment.2itd.com/Apply/MoreDetails". The page title is "More Details" and the section is "Address(es)". A blue button labeled "Add New Address (+)" is at the top. Below it is a form with the following fields:

- Property Number / Name: Two input fields.
- Mailing Address: A checkbox (unchecked) and a dropdown menu.
- Street: A text input field.
- Locality: A text input field.
- Country: A text input field.
- Post Code: A text input field.

Below the form is a checkbox labeled "Employed Elsewhere" (unchecked). At the bottom of the form is a green "Save" button. A red banner at the bottom of the browser window contains the text "WEBSITE TYPE: TESTING" repeated five times.

(Picture 4)

- Upload the Examination Entry Form and proceed as per Picture 5



(Picture 5)

- In the *Declaration* screen (as per Picture 6), the third tick box mentions that *All Data provided through this application will only be used for the purposes of recruitment and engagement*. In our case, All Data will be used for Examination purposes and not for recruitment and engagement. Please tick this box too to proceed with the application and payment.

The screenshot shows a web browser window with the URL `mederecruitment.2ilttd.com/Apply/Submit`. The page contains several sections for data entry:

- PERSON DETAILS**: A table with fields for ID Number, Name, Surname, Gender, Date of Birth, and Email Address.
- ADDRESS(ES)**: A section for entering address information.
- PHONE NUMBERS**: A section for entering phone numbers.
- PAYROLL DETAILS**: A section for entering payroll information.
- ELIGIBILITY DETAILS**: A section for entering eligibility information.

Below these sections is a declaration section titled **BY SUBMITTING THE APPLICATION FORM, THE APPLICANT SHALL BE**. It contains three checkboxes:

- Confirming that all information submitted is correct and that the application will be null and void, should they for some reason have misled the Authorities through the information submitted
- Authorise the respective Authorities to verify the information submitted as may be necessary. Any information can be passed to any other Departments / Individuals involved in the processing of this application
- All data provided through this application will only be used for the purposes of recruitment and engagement

A green button labeled "Submit & Proceed to Payment" is located below the declaration section. At the bottom of the page, there is a red banner with the text "WEBSITE TYPE: TESTING" repeated five times.

(Picture 6)

- Enter the card details requested as per Picture 7 and click Continue.

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## 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 \*  
--- Select Card Type ---

Card Number \*

Expiry \*  
--- Month ---    --- Year ---

Card Holder Name \*

E-mail

Total amount that will be charged to your card is €

I have read and accept terms and conditions

Continue    Clear    Cancel

WEBSITE TYPE: TESTING    WEBSITE TYPE: TESTING    WEBSITE TYPE: TESTING    WEBSITE TYPE: TESTING    WEBSITE TYPE: TESTING

(Picture 7)

- A validation code will be sent by email so that the candidate can submit the examination entry form through UOL website.