



Malta Enterprise








# Get Qualified Online Web Platform User Manual - Student



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## 1. About This Manual

This manual is intended for **students applying under the Get Qualified Scheme**. It provides step-by-step guidance on how to use the Get Qualified online portal to submit and manage applications related to qualifications and certifications completed by the student.

### What This Manual Covers

This manual explains how to:

- Access and log in to the Get Qualified online portal using **E-ID**
- Complete and manage your **student profile**
- Create and submit a **Get Qualified Scheme application**
- Upload required **supporting documents**
- Track the status of submitted applications
- Communicate with the Get Qualified Administration through the portal
- Understand the steps involved **after submission**, including certificate issuance and tax credit utilisation

The manual should be used as a reference throughout the application process to ensure that applications are completed accurately and submitted in line with scheme requirements.

## 2. General Notes for Students

Before submitting an application under the **Get Qualified Scheme**, students should take note of the following important information.

### Eligibility and Timing

- Applications must relate to a **qualification or certification completed by the student**, in line with the Get Qualified Scheme guidelines.
- Students are responsible for ensuring that they apply **within the applicable timeframes** and in accordance with scheme rules.

### E-ID Requirement

- Access to the Get Qualified portal is provided **exclusively through E-ID authentication**.
- Students must have a valid **E-ID account** in order to log in and submit an application.
- The details linked to the E-ID account are used to identify the applicant within the system.

### Accuracy of Information

- Students are responsible for ensuring that **all information entered** in the application is accurate and complete.
- Incorrect, incomplete, or inconsistent information may result in **delays or rejection** of the application.

### Supporting Documentation

- Required documents, such as **acceptance letters, certificates, and proof of payment**, must be uploaded as part of the application.
- Uploaded documents must be **clear, legible, and valid**, and must correspond to the details entered in the application.



### One Application per Certification

- A separate application must be submitted for **each individual certification or qualification**.
- Duplicate applications for the same certification may not be processed.

### System Updates and Screenshots

- Screenshots included in this manual reflect the **current version** of the Get Qualified portal.
- Minor changes to layout or appearance may occur over time; however, the **core functionality and application steps remain unchanged**.

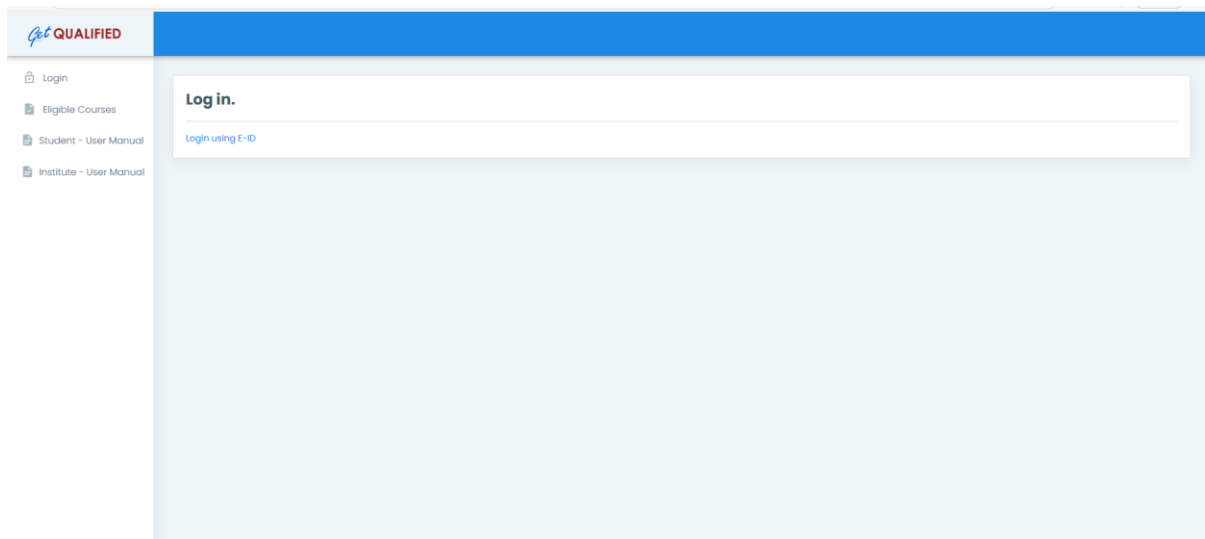
## 3. Accessing the Get Qualified Portal

Students must access the Get Qualified online portal using the official Malta Enterprise website.

### Portal Access Link

To access the portal, open a web browser and go to: <https://getqualified.maltaenterprise.com>

This link directs you to the official Get Qualified login page.



### Logging In

When accessing the login page, students may see a standard login screen displaying fields for username, password, and a security captcha.

However, **students should log in using E-ID**.

To log in using E-ID:

1. On the login page, click **“Login using E-ID”**.
2. You will be redirected to the **Government of Malta E-ID authentication page**.
3. Enter your **E-ID credentials** to proceed.
4. Complete **Two-Factor Authentication (2FA)** when prompted.

Once authentication is successful, you will be redirected back to the Get Qualified portal and logged in as a student user.

### Important Notes

- Access to the Get Qualified portal for students is provided **exclusively through E-ID authentication**.
- Students are **not required** to log in using a username, password, or captcha, even if these fields are visible on the login page.
- Always use your **own personal E-ID credentials** to access the portal.
- If you experience issues logging in, ensure that your **E-ID account is active** before seeking further assistance.

### “Not a registered user?” Link

On the login page, you may see a link labelled “Not a registered user?”.

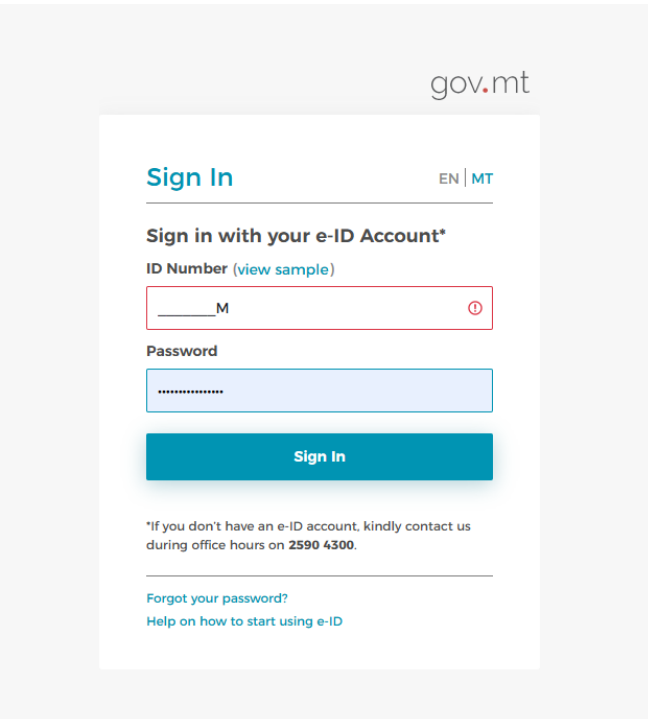
Students applying under the Get Qualified Scheme **do not need to register manually** through this option.

Access to the portal is provided through **E-ID authentication**, and student accounts are created or linked automatically upon successful E-ID login.

Students should therefore **ignore the “Not a registered user?” link** and proceed by selecting “**Login using E-ID**”.

## 4. e-ID Authentication

After clicking “**Login using E-ID**” on the Get Qualified portal, you will be redirected to the official **Government of Malta e-ID authentication page**.

A screenshot of the 'gov.mt' e-ID authentication page. The page has a white background with a light grey border. At the top right is the 'gov.mt' logo. Below it, the text 'Sign In' is displayed in blue, followed by 'EN | MT' in a smaller font. The main heading is 'Sign in with your e-ID Account\*'. Below this, there is a label 'ID Number (view sample)' and a text input field containing '\_\_\_\_M' with a red border and a red circular icon to its right. Underneath is a 'Password' label and a password input field with a light blue background and a red border. A large blue button with the text 'Sign In' is positioned below the password field. At the bottom, there is a note: '\*If you don't have an e-ID account, kindly contact us during office hours on 2590 4300.' Below this note are two links: 'Forgot your password?' and 'Help on how to start using e-ID'.

This page is used to verify your identity before allowing access to the portal.

### Authentication Process

1. Enter your **E-ID number**.
2. Enter your **E-ID password**.
3. Click **“Sign In”** to continue.

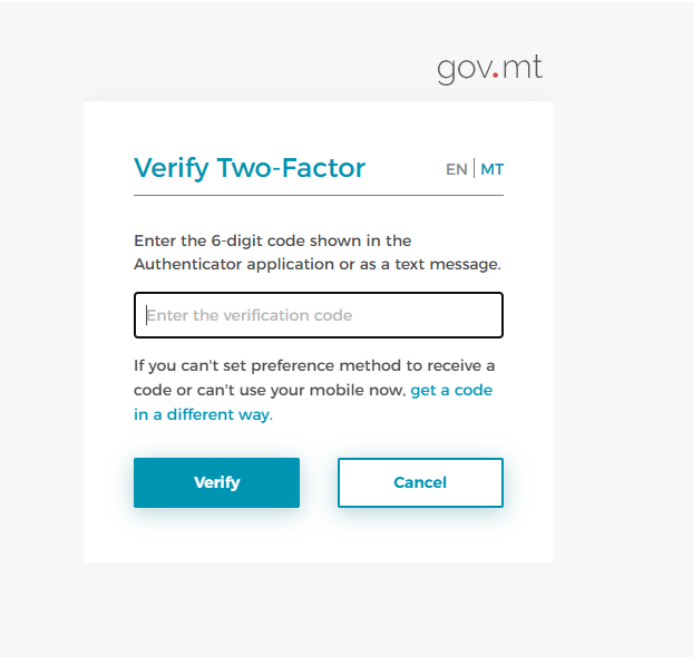
Access to the Get Qualified portal is granted only if the E-ID credentials entered are valid.

### Important Notes

- The e-ID authentication screen is managed by the Government of Malta and is not part of the Get Qualified portal itself.
- Your E-ID credentials are **personal** and should not be shared with anyone.
- If you encounter issues at this stage (e.g. incorrect password or locked account), you should follow the on-screen instructions or contact the **e-ID helpdesk**.

## 5. Two-Factor Authentication (2FA)

After successfully entering your E-ID number and password, the system will display the **Two-Factor Authentication (2FA)** verification screen.



This additional security step helps protect your account and personal information.

### Verification Process

1. A **6-digit verification code** will be sent to you via your configured authentication method (this may vary depending on your E-ID settings).
2. Enter the verification code in the field provided.
3. Click **“Verify”** to complete the login process.

Once the code is validated, you will be logged into the Get Qualified portal.



### If You Do Not Receive the Code

- Click **“Get a code in a different way”** and follow the on-screen instructions (available options may vary).  
Ensure the authentication method linked to your E-ID account (e.g., mobile number for SMS or your authenticator app) is active and accessible.

### Important Notes

- The verification code is **time-limited** and can only be used once.
- If the code expires, request a new one using the options provided on screen.
- Repeated failed attempts may temporarily block access for security reasons.

## 7. My Profile – Accessing the Home Page

Once Two-Factor Authentication (2FA) is successfully completed, you will be automatically logged into the Get Qualified portal. The **Home Page** is displayed as the default landing page.

This page confirms that the login process has been completed successfully and provides access to all **student-related features** available to you.

The screenshot displays the 'My Profile' page. On the left is a navigation menu under 'USER PROFILE' with links for Profile, My Applications, and Eligible Courses, and under 'USER MANUALS' with links for Institute - User Manual and Student - User Manual. The main 'My Profile' section contains a form with the following fields: Name, Surname, Username, Email, Title, Date of Birth, Telephone, Address 1, Address 2, Town, Post Code, and Country. An 'Update Profile' button is located at the bottom of the form. To the right, the 'Messages' section shows a table with columns for Message No., Reply To, Subject, Message Date, and Sender, and a 'New Message' button below it.

### Navigation Menu

The left-hand navigation menu provides access to student-specific functions, including:

- **My Applications** – create, view, and manage your applications
- **Messages** – communicate with the Get Qualified Administration
- **Student User Manual** – access guidance documentation

The Home Page is divided into the following main sections:

### My Profile

The **My Profile** section displays your personal account details, including:

- Name and surname
- Username (read-only)
- Email address
- Title and date of birth
- Contact number
- Address details (if applicable)

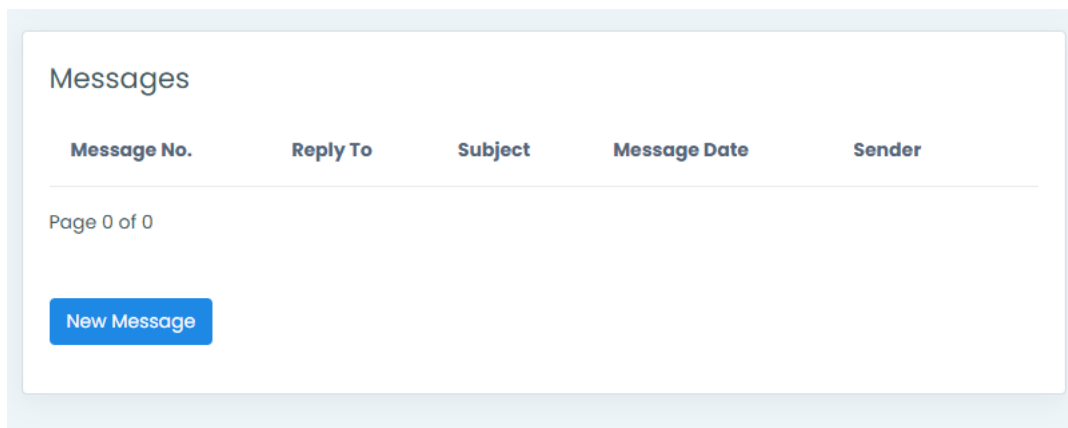
You may update editable fields as required.

To save any changes made:

1. Update the relevant fields.
2. Click **Update Profile**.

### Messages

The **Messages** section allows students to communicate directly with the **Get Qualified Administration** through the portal.



This section displays a list of all messages exchanged between the student and the administration, including:

- Message number
- Subject
- Message date
- Sender

If no messages have been exchanged, the list will appear empty.

### Sending a New Message

To send a message to the Get Qualified Administration:

1. Click the **New Message** button.
2. Enter the subject and details of your query.
3. Submit the message.

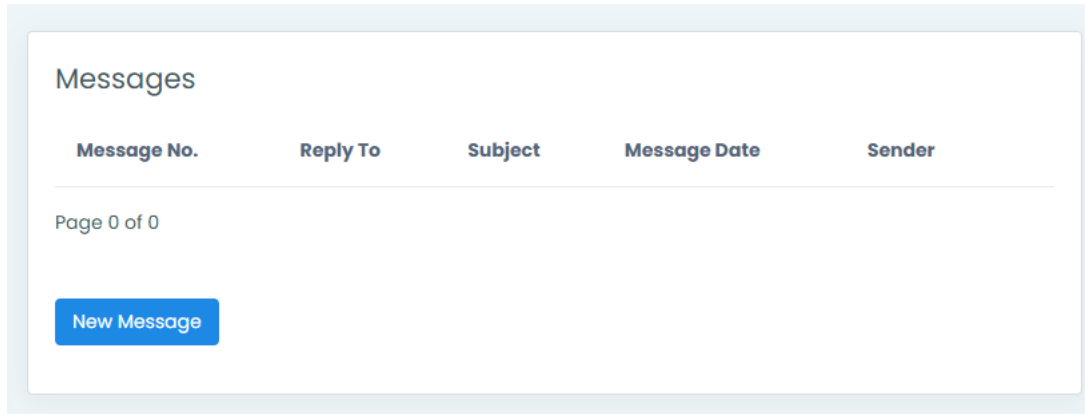
Once sent, the message will be reviewed by the Get Qualified Administration. Any replies will be visible in the same section.

### Key Notes

- All actions performed in the portal are linked to your personal E-ID account.
- You should review your profile details upon first login to ensure they are correct.
- Access to features is limited to **student-related functions only**.

## 8. Messages

The **Messages** section allows students to communicate directly with the **Get Qualified Administration** through the portal's in-built messaging system.



This section should be used for general queries related to:

- The **Get Qualified Scheme**
- The **online application process**
- Clarifications on submitted applications

### Accessing Messages

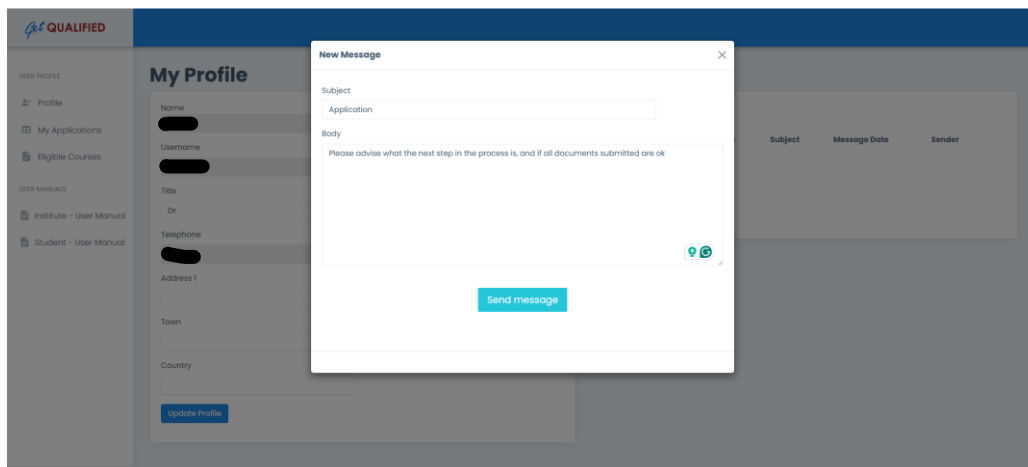
You can access the Messages section:

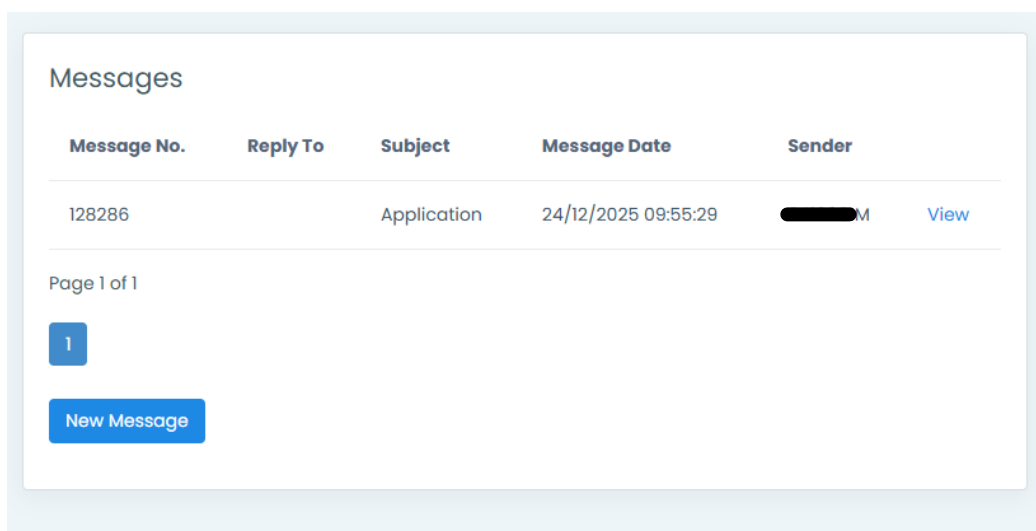
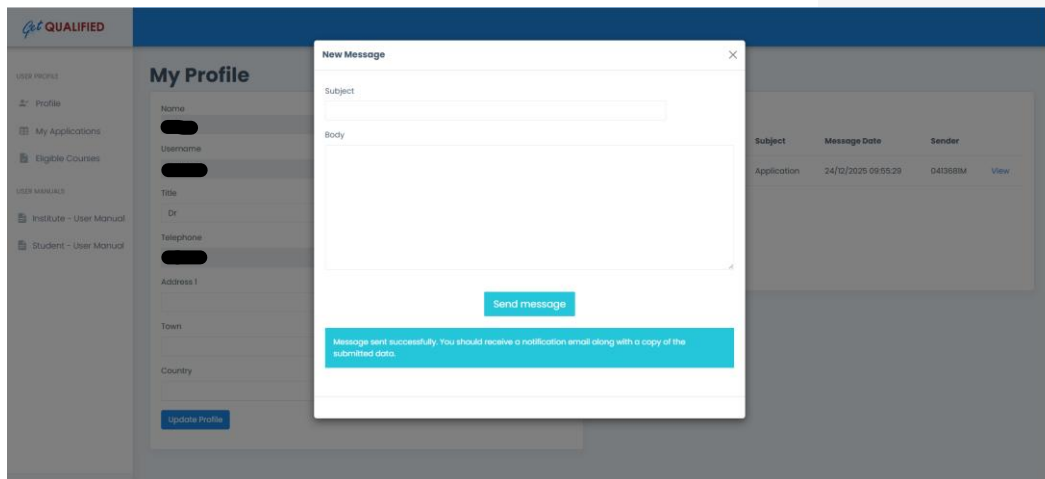
- From the **Home Page**, or
- By selecting **“Messages”** from the left-hand navigation menu.

### Sending a New Message

To send a message:

1. Click the **“New Message”** button.
2. Enter a **subject** and the details of your query.
3. Click **“Send”** to submit the message.





### Viewing Replies

- Messages sent by the Get Qualified Administration will appear in the same Messages section.
- Click on a message to view the full conversation and any replies received.

### Important Notes

- Messages sent through this section are recorded and linked to your student account.
- For application-specific queries, messages sent from within an application will be linked directly to that application.
- Messages do not replace the formal submission of applications or documents through the portal.

## 8. My Applications

The **My Applications** section allows students to create and manage applications under the Get Qualified Scheme.

To create a new application, select **“My Applications”** from the left-hand navigation menu and choose the option to create a new application.

### My Applications

#### Get Qualified Scheme Applications

Application No.	Course name	Course provider	Awarding body	Status	View
68324	Specialist Degree in Dentistry	N/A	Odessa National Medical University, Ukraine	Rejected	View
68340	Certificate in Management (test)	Test Institute	Awarding buddy in new system	Rejected	View
68526	Diploma Creative Innovative (Test)	Test Institute	Test - Uni of Malta [REDACTED]	Submitted - Pending Evaluation	View
68322	Masters in Accountancy (Test)	Test Institute	Testing courses to be considered eligible AW	Discarded by Student	View
68519	Certificate in Management (test)	N/A	Testing Admin Approval	Automatic Institute Verification	View

### Create Get Qualified Application

The **Create Get Qualified Application** screen allows you to register a new application for a course completed or being followed under the Get Qualified Scheme.

To complete this section:

To complete this section:

1. **Select Institute**
  - Choose the institute where the course was followed from the drop-down list.
  - Once an institute is selected, the system will display the **eligible courses** linked to that institute.
  - If the course was completed through **self-study or a foreign institution**, select the relevant **N/A institution** option.
2. **Select Course**
  - Choose the course or certification from the available list.
  - If the certification is **not listed**, use the link provided to submit an application under **“Courses to Be Considered Eligible Under the Get Qualified”**. (refer to section 12)
3. **Enter Course Dates**
  - Input the **course commencement date**.
  - Input the **certification date** (or expected completion date, if applicable).
4. Click **Create Application** to proceed.

**Note:** At this stage, you are only registering an application under the scheme. Supporting documents and claim details will be submitted in the subsequent steps.



For each application, key information is displayed, including:

- Course name
- Institute or awarding body
- Application status
- Available actions (e.g. **View**)

### Viewing an Existing Application

To view the details of an application:

1. Locate the relevant application in the list.
2. Click the **“View”** button next to the application.

The application record will open, allowing you to review the information entered, uploaded documents, and the current status of the application.

### Creating a New Application

To create a new application:

- Click the **“Click here to create a new Get Qualified Scheme application”** button for approved courses; or
- Select the option to apply for a **course to be considered eligible**, if your certification is not listed.

The system will guide you through the relevant application steps.

## 9. Creating a Get Qualified Scheme Application

To apply for support under the **Get Qualified Scheme**, students must first create a **Get Qualified Scheme application** for a completed certification offered by an approved institute.

**Create Get Qualified Application**

Institute  
Select institute

Select/Change institute to render institute's eligible courses.  
N/A Institutions - Foreign Institutions of Student is doing the Course as a Self Study.

Course  
Select an Option

If the certification you achieved is not available in the given lists, please use the application form for [Courses to Be Considered Eligible Under the GetQualified](#)

Course commencement date  
dd/mm/yyyy

Certification date  
dd/mm/yyyy

[Create application](#)

Please note you are only registering an application for the scheme

### Starting a New Application

1. From the **My Applications** page, click **“Click here to create a new Get Qualified Scheme application.”**
2. Select the **institute** that provided the certification.
3. Once an institute is selected, a list of **approved courses** linked to that institute will be displayed.
4. Select the **certification completed** from the list.



If the certification you completed is **not listed**, you should use the option “**Courses to Be Considered Eligible Under the Get Qualified Scheme**”. This process is explained in a later section of this manual.

### Course Dates

After selecting the institute and certification, enter:

- The **course commencement date**; and
- The **date the certification was issued**.

### Registering the Application

Once all required details are entered:

1. Click “**Create application.**”
2. If the information entered is valid, the application will be registered successfully.
3. You will then be redirected to complete the remaining sections of the application.

**Important:** At this stage, the application is **registered but not yet submitted**.

You must complete all required sections and formally submit the application for it to be processed.

## 10. Completing a Registered Get Qualified Scheme Application

Once a Get Qualified Scheme application has been registered, you must complete all required sections before submitting it for processing.

You can access a registered application by:

- Clicking “**View**” from the **My Applications** page; or
- Being redirected automatically after registering the application.

The application form is divided into the following sections:

- Course Details
- Course Payments
- Application Details
- Application Documents
- Declarations and Final Submission
- Certificate

Each section must be completed and saved before submission is allowed.

### 10.1 Course Details

The **Course Details** section contains the information entered during the application registration stage, including:

- Institute and certification selected
- Course commencement date
- Certification issue date

Where permitted, you may update this information. Any changes are subject to system validation. Ensure that all details accurately reflect the certification you completed.



## 10.2 Course Payments

The **Course Payments** section allows you to declare and claim payments made in relation to the certification.

### Adding a Payment

1. Click **“Add payment.”**
2. Enter the required payment details, including:
  - Invoice date
  - Amount paid
3. Upload **proof of payment** (e.g. receipt or invoice).
4. Click **“Save payment.”**

The payment will be added to the list of claimed payments.

All payments claimed must relate directly to the certification being applied for.

## 10.3 Application Details

In this section, you must declare:

- **Sponsorship (if applicable)**
  - For **applications opened before 2026**, any amounts sponsored by a third party (e.g. employer sponsorship or funding from another scheme) may be declared.
  - If no sponsorship applies, the value should be entered as **0.00**.
  - **Applications submitted under the new Legal Notice (from 2026 onwards) will not include a sponsorship input field.**
- **Tax Credit Certificate Issuance**
  - Applicants must indicate whether the Tax Credit Certificate should be issued in their own name or, where applicable, in the name of a parent or custodian.

Ensure that this information is accurate, as it affects the issuance of the Tax Credit Certificate.

## 10.4 Application Documents

The **Application Documents** section requires you to upload mandatory supporting documentation.

Required documents typically include:

- **Acceptance letter**
- **Certificate** confirming course completion

Where applicable, you may also be required to upload:

- **Sponsorship agreement**, if the course was sponsored by a third party

All documents must be:

- Clear and legible
- Relevant to the certification and payments being claimed

Submission will not be allowed unless all mandatory documents are uploaded.

## 10.5 Declarations and Final Submission

Once all sections have been completed and saved:

1. Review the information entered across all sections.



2. Read and agree to the **Terms and Conditions** of the Get Qualified Scheme.
3. Click **“Submit your application.”**

Upon submission:

- The application will be **locked**, and no further changes can be made.
- The Get Qualified Administration will be notified.
- A confirmation email will be sent to you.

### 10.6 Certificate Section

After the application has been processed, the **Tax Credit Certificate** will be made available in the **Certificate** section.

You will be able to:

- View the certificate online
- Download a copy for your records

## 11. Discarding an Application

If you no longer wish to proceed with a registered Get Qualified Scheme application, you may **discard** it before submission.

### When an Application Can Be Discarded

- Only **registered but not submitted** applications can be discarded.
- Once an application has been **submitted**, it can no longer be discarded or edited.

### How to Discard an Application

1. Open the application by clicking **“View”** from the **My Applications** page.
2. Scroll to the bottom of the application page to the section labelled **“Danger Zone.”**
3. Enter a **reason for discarding** the application.
4. Select the confirmation checkbox.
5. Click **“Discard application.”**

### Important Notes

- Discarding an application is **irreversible**.
- All information entered in the application will be permanently deleted.
- If you discard an application by mistake, you will need to **create a new application** from the beginning.

## 12. Courses to Be Considered Eligible Under the Get Qualified Scheme

This application type should be used **only if the certification you completed is not listed** among the approved courses when creating a standard Get Qualified Scheme application.

It allows students to request that a certification be **assessed for eligibility** under the Get Qualified Scheme.



### When to Use This Application

You should use this option if:

- The certification you completed does **not appear** under the selected institute; and
- The certification has **never previously been approved** under the Get Qualified Scheme.

If the certification is already approved and listed, you should submit a **standard Get Qualified Scheme application** instead.

### Starting the Application

From the **My Applications** page, select **Create Get Qualified Application**



In the application form, first search for and select the relevant **Institute** from the dropdown menu. Once an institute is selected, the system will display the eligible **Courses** linked to that institute in the Course dropdown. The student should then search for and select the relevant course from the list provided.

If the **relevant institute and/or the certification/course is not available** in the given lists, the student should **not continue with the standard Get Qualified application form**. Instead, the student should use the link **“Courses to Be Considered Eligible Under the GetQualified”**. This option is intended for cases where the institute or certification is not already available in the standard application selection fields.

**Create Get Qualified Application**

Institute  
Select institute

Select/Change institute to render institute's eligible courses.  
*N/A Institutions - Foreign Institutions of Student is doing the Course as a Self Study.*

Course  
Select an Option

If the certification you achieved is not available in the given lists, please use the application form for [Courses to Be Considered Eligible Under the GetQualified](#)

Course commencement date: dd/mm/yyyy  
Certification date: dd/mm/yyyy

[Create application](#)

*Please note you are only registering an application for the scheme*

### Course Dates

Enter:

- The **course commencement date**; and

- The **date the certification was issued**, or an **estimated end date** if the course has not yet been completed.

### Get Qualified Application for Course to be Eligible

Course commencement date

Certification date/Estimated course end date

### Course Details

Provide the required course information, including:

- The **name of the certification**
- The **awarding body**
- **Course description**

#### Course Details

Certification Name

Awarding Body

Course Description

MQF Level

Type of Award

- The **MQF level** of the certification, as issued or recognised by the **Malta Further and Higher Education Authority (MFHEA)**

MQF Level

- Choose course MQF Level
- 3 - Full
- 4 - Full
- 5 - Full
- 6 - Full
- 7 - Full
- 8 - Full
- N/A - Non-Full
- N/A - Industry Recognised Certificate

- The **type of award**, indicating whether the certification qualifies as a *Relevant Qualification* or a *Relevant Certificate*, in line with the definitions provided on screen.

## screenshot

### Type of Award

- Choose course award type
- Qualification
- Certificate

## Credit and Learning Hours

- **ECTS** – enter the total ECTS value, where applicable.
- **Guided Learning Hours, Student Preparation Time, and Practical Hours** – complete these fields where relevant, particularly for vocational qualifications.
- **Training Delivery Online Hours** – complete this field *only for courses that are not ECTS-based*.

ECTS

Guided Learning Hours

*Input only if for courses not ECTS based*

Student Preparation Time

*Input only if for courses not ECTS based*

Practical Hours (For VET Levels 3 & 4 Only)

*Input only if for courses not ECTS based*

Training Delivery Online Hours

*Input only if for courses not ECTS based*

Are you also the training provider for the certification or the representative for the certification (not the Awarding Body)?

Representative

*Training Provider - Entity providing registration and tuition (the Awarding Body)*

*Representative - Entity providing registration process, tuition is provided by third-party institute*

## Role of the Institute

Indicate the institute's role in relation to the certification by selecting one of the following:

- **Training Provider** – the institute provides registration and tuition (and may also be the awarding body); or
- **Representative** – the institute manages registration, while tuition is provided by a *third-party institute* (not the awarding body).

Ensure that all information entered is accurate and consistent with the supporting documentation submitted, as this information will be used during the eligibility assessment process.

Are you also the training provider for the certification or the representative for the certification (not the Awarding Body)?

Representative

Choose one

Training Provider

Representative

## Certification Cost

Enter the **total cost of the certification**, as applicable.

## Fees

Total course fees

0.00

## Supporting Documentation

Based on the information entered, you will be required to upload **supporting documents**, which may include:

- Acceptance letter
- Certificate (or proof of completion)
- Any additional documents requested by the system

## Application Documents

You need to upload the following documents :

- For MQF Levels 3,4 and N/A upload a copy of the Certification Prospectus
- For MQF Level N/A upload a copy of the Authorization Letter
- In case you are also the Training Provider for certification and certification is Level Rated (MQF Level 3-8), upload a copy of MFHEA Licence
- In case you are only the Representative for the certification, upload a copy of the Authorization Letter
- Upload a copy of the below Declaration Form

Upload new file

Choose File No file chosen

Choose one



Download [Get Qualified Declaration Form](#)

These documents are used during the assessment and verification of the application.

## Terms and Conditions and Submission

Before submitting the application:

1. Review all information entered.
2. Read and agree to the applicable **Terms and Conditions**.
3. Submit the application for assessment.

## Declarations

I, the undersigned hereby declare that the information being submitted with regards to this application is correct.

By signing this declaration, I hereby authorise Malta Enterprise to process the data contained in this form for the purpose stated. I also authorise Malta Enterprise, as the administrator of the scheme, where applicable, to disclose to the Commissioner of Inland Revenue Department, Jobsplus, Ministry for Education and Employment, Institute, Awarding Body, or any other Governmental Entity information contained within this application.

I have read and agreed to the Terms and Conditions

Submit your application

Once submitted, the application will be reviewed by the Get Qualified Administration and relevant parties as part of the eligibility assessment process.

## Messages

The **Messages** tab functions in a similar manner to the **Messages** section found on the **My Profile** page. The key difference is that any queries sent from this section are *directly linked to the specific*



*application* being viewed. This allows communication with the Get Qualified Administration to be contextualised and associated with the relevant application for reference and follow-up.

### 13. How the Tax Credit Is Utilised

Once your Get Qualified Scheme application has been approved and processed, a **Tax Credit Certificate** will be issued. The way in which the tax credit is utilised depends on the **year of assessment** indicated on the certificate.

#### If the Tax Credit Is to Be Utilised as from **Year of Assessment 2026**

*(as per Clause 4 of the Tax Credit Certificate)*

1. Wait for the **Income Tax Statement** issued by the **Commissioner for Revenue**.
2. Check whether the tax credit amount approved in the Tax Credit Certificate has been automatically included.

#### If the Tax Credit Is Included

- No further action is required.

#### If the Tax Credit Is Not Included

You will need to claim the tax credit manually by submitting the following documents to the **Commissioner for Revenue**:

- A completed **Adjustment Form** (available from the CFR offices or via email request)
- A completed **RA10 Form** (available from the CFR website)
- A copy of the **Tax Credit Certificate**
- A copy of the **Final Certificate** (qualification)

All documents must be submitted to the **Commissioner for Revenue, Floriana**.

For assistance, you may send an email to **servizz.gov**, attaching a copy of your Tax Credit Certificate.

#### If the Tax Credit Is to Be Utilised as from a **Year of Assessment Before 2026**

*(as per Clause 4 of the Tax Credit Certificate)*

- Send an email to **servizz.gov**, attaching a copy of your Tax Credit Certificate; or
- Contact **Servizz.gov** by calling **153** for further guidance.

#### **Important Notes**

- The Tax Credit Certificate is issued **only after** your application has been approved and processed.
- Students are responsible for following up with the Commissioner for Revenue where required.
- Queries related to tax utilisation should be directed to **Servizz.gov**, not to the Get Qualified Administration.

## Get Qualified Scheme

### Student Quick-Start Checklist

Use this checklist to make sure you're ready **before**, **during**, and **after** submitting your application.

#### Before You Start

- I have a **valid E-ID** and can log in successfully
- I completed (or am completing) a **qualification or certification** eligible under the Get Qualified Scheme
- I know **which institute or awarding body** issued my certification
- I have the required documents ready:
  - Acceptance letter
  - Certificate (or proof of completion) where applicable
  - Proof of payment (receipts/invoices)
  - Sponsorship agreement (only for applications opened before 2026, where applicable)
- I am applying **within the applicable timeframe** set by the scheme

#### Accessing the Portal

- I go to <https://getqualified.maltaenterprise.com>
- I log in using **E-ID**
- I complete **Two-Factor Authentication (2FA)** successfully (*method depends on my E-ID settings*)
- I check my **My Profile** details and update them if needed

#### Creating an Application

- I click **My Applications**
- I select **Create a new Get Qualified Scheme application**
- I choose the correct **institute**
- I select the **certification completed**
- I enter the correct **course commencement date** and **certification date**
- If my course is not listed:
  - I use **Courses to Be Considered Eligible Under the Get Qualified Scheme**
  - I confirm that the certification has **never previously been approved** under the scheme

#### Completing the Application

- I review and confirm **Course Details**
- I add all **Course Payments** and upload proof of payment
- I declare any **third-party sponsorship** (or enter 0.00 if none)  
(*Note: sponsorship fields apply only to applications opened before 2026*)
- I upload all **required documents**
- I double-check that documents are **clear and legible**

#### Final Submission

- I read and agree to the **Terms and Conditions**
- I click **Submit your application**



- I receive a **submission confirmation**
- I understand that the application is now **locked** and cannot be edited

#### **After Submission**

- I monitor the **Messages** section for updates or requests
- I wait for the application to be reviewed and approved
- I understand the **Tax Credit Certificate** becomes available only after approval
- I download my **Tax Credit Certificate** once available

#### **Using the Tax Credit**

- I check my **Income Tax Statement** when issued
- If the tax credit is not applied automatically:
  - I contact **Servizz.gov**
  - I submit the required forms and documents to the Commissioner for Revenue

#### **Common Mistakes to Avoid**

- Submitting without all documents
- Uploading unreadable, incorrect, or unrelated files
- Claiming sponsored amounts incorrectly
- Using *Courses to Be Considered Eligible* for already-approved courses
- Looking for sponsorship fields that no longer apply (post-2026 applications)
- Submitting the wrong application type
- Discarding an application by mistake