

How to apply to the Institute of Tourism Studies online

The Institute of Tourism Studies is Malta's premium training facility for all manner of certification in the hospitality, catering and tourism industries. You can easily apply to any of the ITS' courses online.



The application form is available wholly online on the [ITS website](http://www.its.edu.mt/EN.ITS_Online_Application_Form.aspx) at this location: http://www.its.edu.mt/EN.ITS_Online_Application_Form.aspx

The application is spread onto 5 pages, as clearly said in the site heading.

Application Form : Step 1 of 5 - Personal Details

On the first page, you will be asked to fill out various personal details including your name, surname and address, contact details, if you are employed and last school attended. You will also be asked to choose which course you want to attend from a drop down menu.

When you have filled out the sections, click on the button "Proceed to Step 2-Examinations".

PROCEED TO STEP 2 - EXAMINATIONS

Page 2, the Examination page, lets you add exams according to their subject, level, examining board, session date and the grade. This is easily done using drop down menus, as seen in the image below. To include an exam, choose the relevant choices from the drop down menus and click Add Examination. Repeat for any exams you have sat for. When you are finished, click "Proceed to Step 3-Additional Qualifications".

Subject	English Language
Level	Advanced Level
Board	University of Malta
Session	DEC 2006
Grade	B
ADD EXAMINATION	

Additional Qualifications are used in case your particular qualifications are not in the drop down menu of page 2. Simply enter the details of your qualification in the form shown below and click “Add Qualification” to save it. When you are finished or if you have no Additional Qualifications, simply click “Proceed to Step 4-Work Experience”.

Subject	<input type="text"/>
Year	<input type="text"/>
Level	<input type="text" value="select level"/>
Awarding Body	<input type="text"/>
ADD QUALIFICATION	

Page 4 of the form allows you to add your work experience, as you have done with Additional Qualifications. The form used is shown below. To save a job, simply click Add Work Experience. When you have added all the Work Experiences you have, click “Proceed to Step 5-Certificates/ Files Upload”.

Employer	<input type="text"/>
Position Held	<input type="text"/>
From	<input type="text"/> <input type="text"/>
To	<input type="text"/> <input type="text"/>
Type	<input type="text"/>
ADD WORK EXPERIENCE	

Your Work Experiences				
Employer	Position	From	To	Type

The form allows you to upload up to 4 scanned images or files of your certificates. Simply click Choose File or Browse (as shown in the image below) and upload your School Leaving, ECDL and Food Handlers Certificates. When they are uploaded, the name of the file will appear under My Current Files.

School Leaving Certificate (if available)	<input type="button" value="Choose File"/> No file chosen	UPLOAD SCHOOL LEAVING CERTIFICATE
Food Handlers Certificate (if available)	<input type="button" value="Choose File"/> No file chosen	UPLOAD FOOD HANDLERS CERTIFICATE
ECDL Full Certificate (if available)	<input type="button" value="Choose File"/> No file chosen	UPLOAD ECDL FULL CERTIFICATE
Other Files (certificates, references etc)	<input type="button" value="Choose File"/> No file chosen	UPLOAD OTHER FILES

When you are done uploading, click the “Finalize Application” button to file your form. You will then be taken to a page which will confirm your submission.