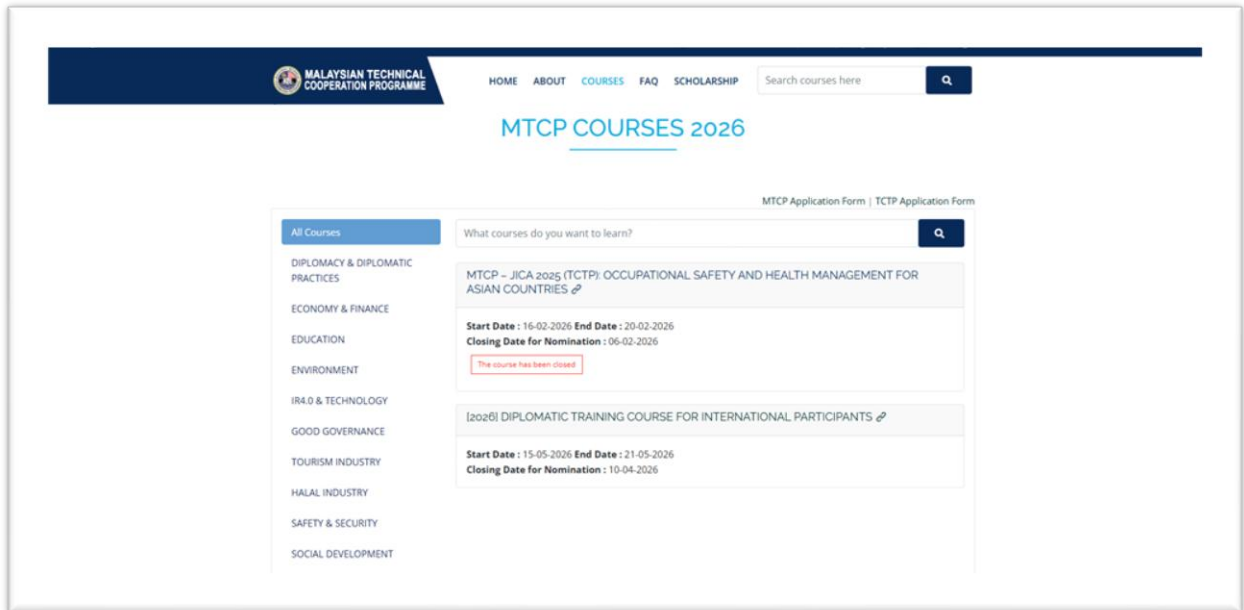
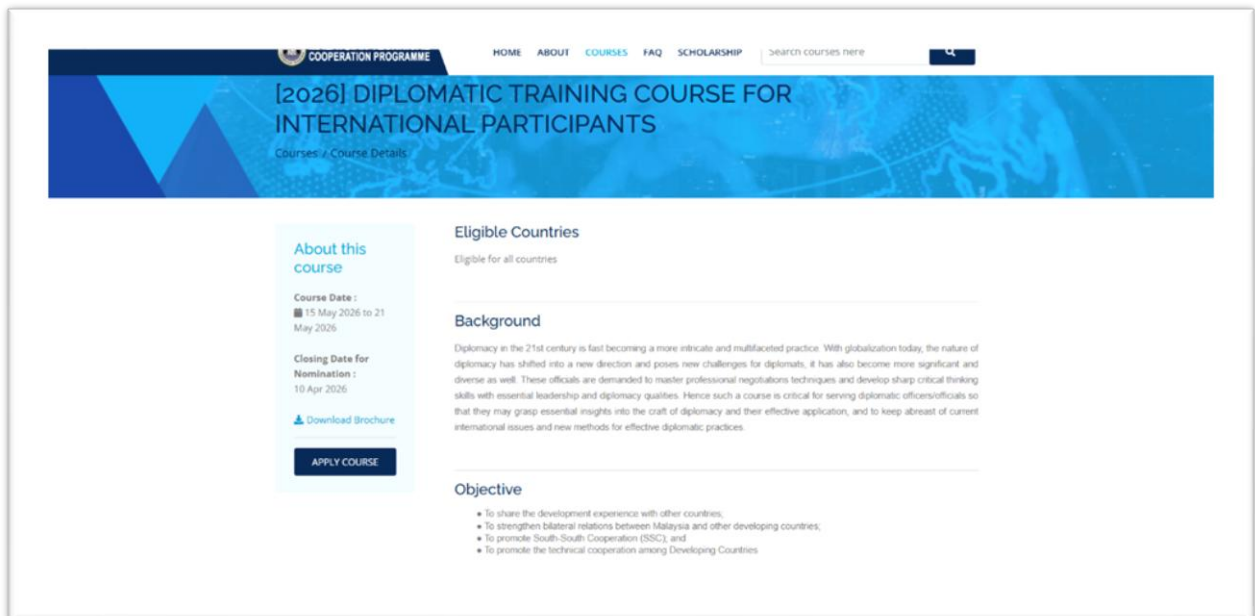


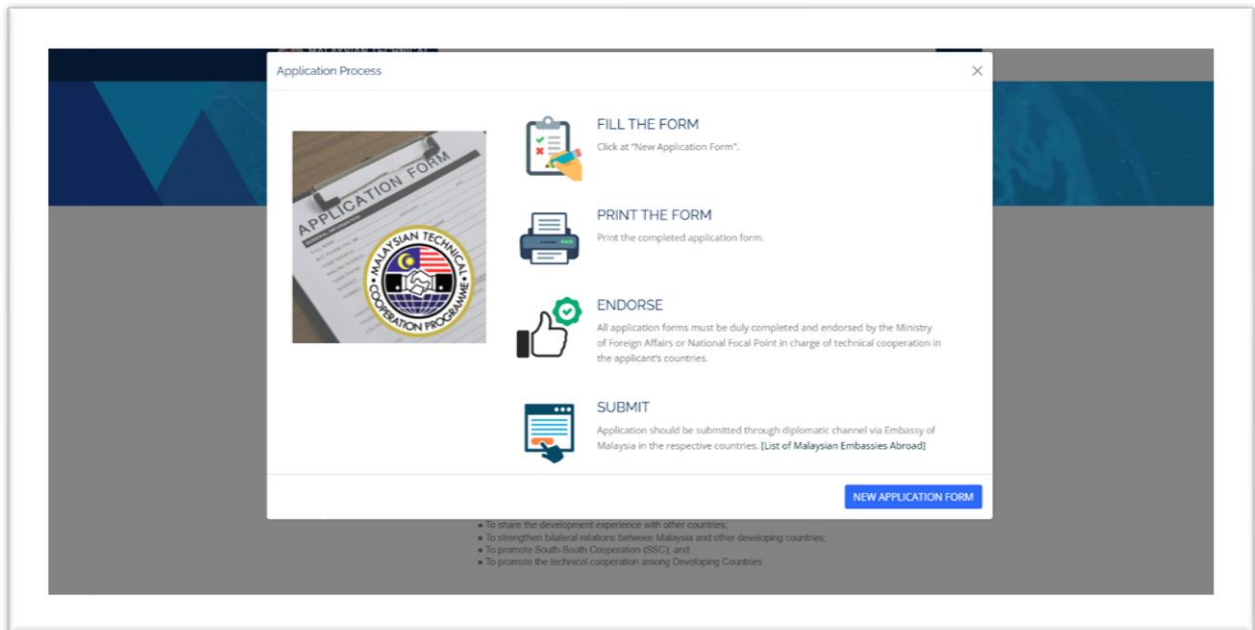
GUIDELINES TO APPLY FOR MTCP COURSES



Step 1: Browse the list of MTCP courses on the website and click on the **title of the course** you are interested in.



Step 2: On the course page, click the **"Apply Course"** button.



Step 3: A pop-up will appear; click "**New Application Form**" to begin.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

PERSONAL DETAILS

Family Name (surname) * TEST

First Name * TEST 1

Email * portalmtcp@kln.gov.my

Date of Birth * 16-10-2003 Age * 22

Gender * Male Female

Marital Status * Single

Citizenship * SRI LANKA

Place of Birth * SANTOS

Country * SRI LANKA

Passport No. * ABC1234

Expiry Date * 19-08-2027

Type of Passport * Diplomatic

Attachment File (Passport Information Page) * Choose File NUMBER MEJA ...SISWA 1-13.pdf

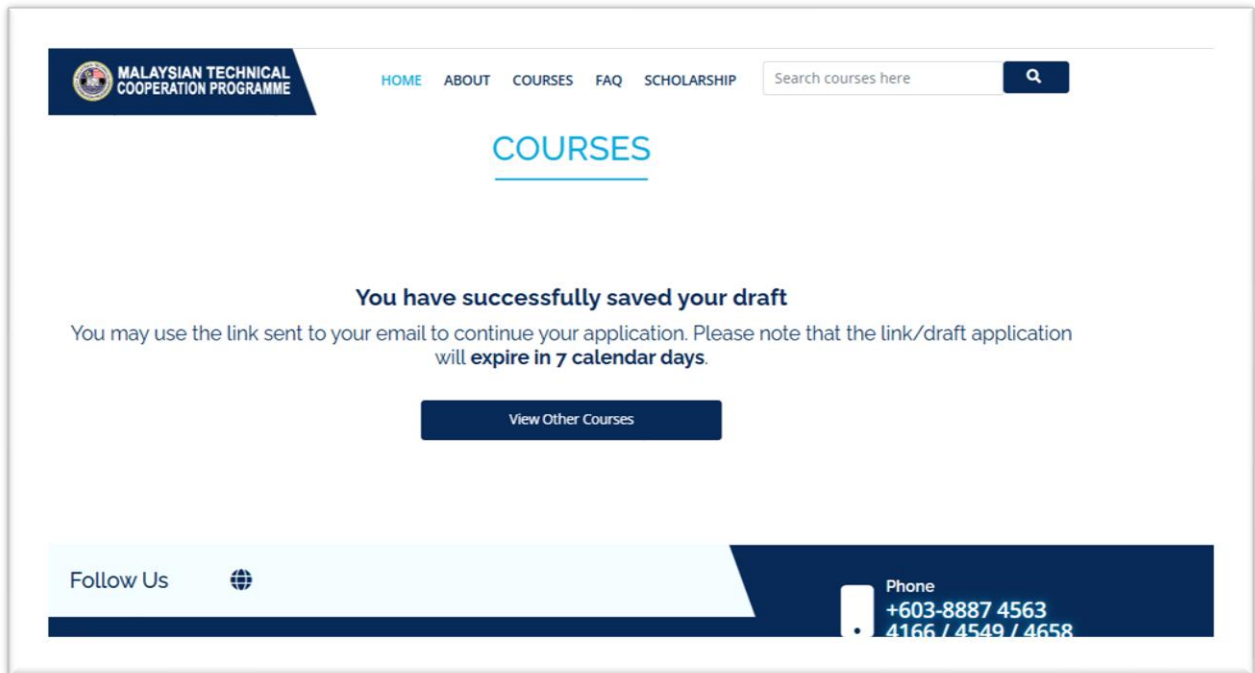
Please Attach Passport Photo

Format allowed: jpg, jpeg, png (max size:3.00 MB)

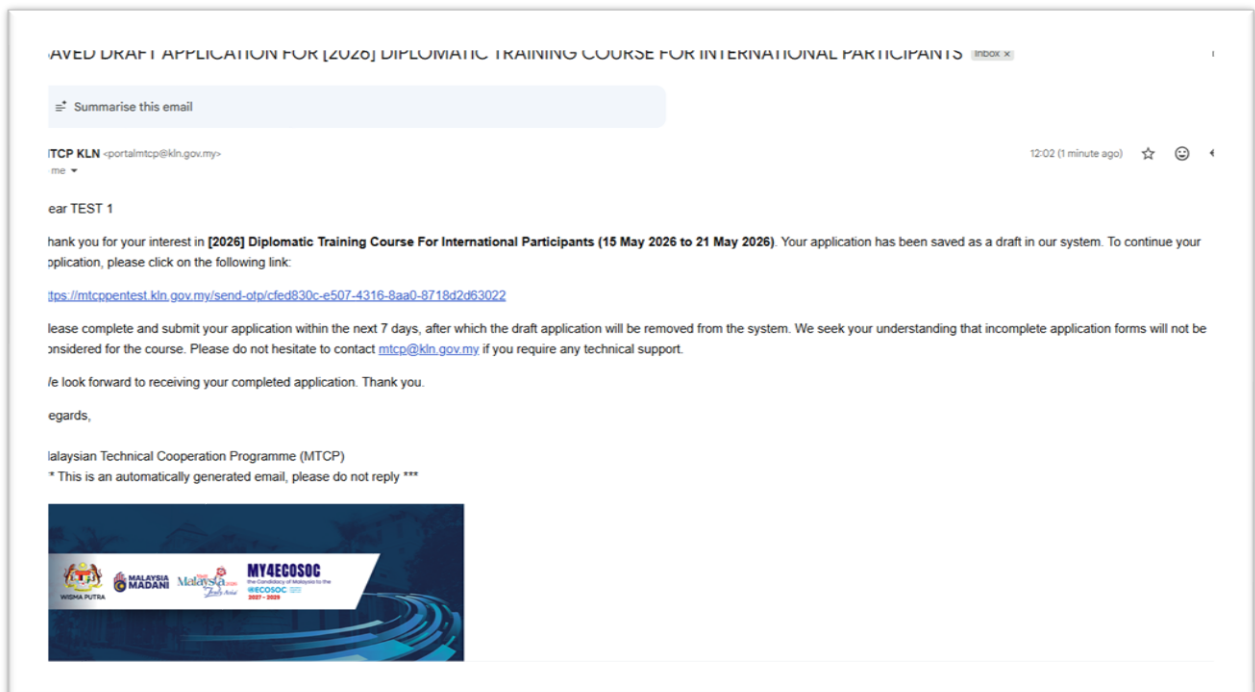
Choose File No file chosen

CONTINUE

Step 4: Fill in the required fields, including your **personal details** and **passport-sized photo**, and click "**Continue**".



Step 5: You will receive a notification that your draft has been saved. The link to your application form is sent to your email address. Complete the form within **7 calendar days**.



Step 6: Check your inbox for an e-mail titled "**Saved Draft Application Form for (MTCP Course Title)**" and click the link provided.

COURSES

An OTP was sent to your email.

One Time Password

An OTP was sent to your email. Please enter the OTP here:

Submit OTP

Request new OTP

One Time Password (OTP) Inbox x

☰ Summarise this email

MTCP KLN <portalmtcp@kln.gov.my>

to me ▾

Dear Sir/Madam

One Time Password (OTP)

For your security, your One Time Password (OTP) to access our system is: **451325**

It will expire in 20 minutes.

Regards,

Malaysian Technical Cooperation Programme (MTCP)

*** This is an automatically generated email, please do not reply ***

Step 7: For security purpose, you will receive a **One-Time Password (OTP)** via a separate email. Enter the OTP to access your application.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

PERSONAL DETAILS

Family Name (surname)* TEST

First Name* TEST 1

Personel Email* portalmtcp@kln.gov.my

Date of birth* 16-10-2003 Age 22

Gender* Male Female

Marital status* Single

Citizenship* SRI LANKA

Place of Birth* SANTOS

Country: * SRI LANKA

Passport No* ABC1234

Expiry Date* 19-08-2027

Type of Passport* Diplomatic

Attachement File (Passport Information Page)* Choose File No file chosen

[Click here to view attachment.](#)

[Delete Passport](#)

Format allowed: .jpg, .jpeg, .png (max size:3.00 MB)

Choose File No file chosen

Save Draft Save & Next

Review & Submit

Step 8: Review your personal information and click **Save & Next**.

Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

CONTACT DETAILS

Postal / Home Address* TEST

Mobile No.* TEST Home Phone No. 12345

Office No. 12345

Family
Person to be contacted in case of emergency

Name* TEST

Relation* TEST

Address* TEST

Mobile No.* 123456

Email* portalmicp@kin.gov.my

Office
Person to be contacted in case of emergency

Name* TEST

Position* TEST

Address* TEST

Mobile No.* 123456

Email* portalmicp@kin.gov.my

Save Draft Save & Next

Review & Submit

Step 9: Complete the **Contact Details** section and click **Save & Next**.

*** Applicants can complete Steps 9 to 14 in any order.**

About this course

Course Date : 15 May 2026 to 21 May 2026
Closing Date for Nomination : 10 Apr 2026

Application Status

DRAFTED BY PARTICIPANT

Saved successfully.

PERSONAL DETAILS

CONTACT DETAILS

EMPLOYMENT RECORD

EDUCATION

REASONS FOR APPLYING

LANGUAGE PROFICIENCY

EMPLOYMENT RECORDS

Present or most recent post

Employer*	TEST	
Years of service*	04-03-2026	04-03-2026
Title of your post/position*	TEST	
Type of organization*	-- Select Type --	
Job description*	WORKING AS A SECRETARIA	

Previous post

Employer		
Years of service	dd-mm-yyyy	dd-mm-yyyy
Title of your post/position		
Type of organization	-- Select Type --	
Job description	Enter job description	

Save Draft

Save & Next

Review & Submit

Step 10: Complete the **Employment Record** section and click **Save & Next**.

* Applicants can complete Steps 9 to 14 in any order.

About this course

Course Date : 15 May 2026 to 21 May 2026
Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD **EDUCATION** REASONS FOR APPLYING LANGUAGE PROFICIENCY

EDUCATION

Add New

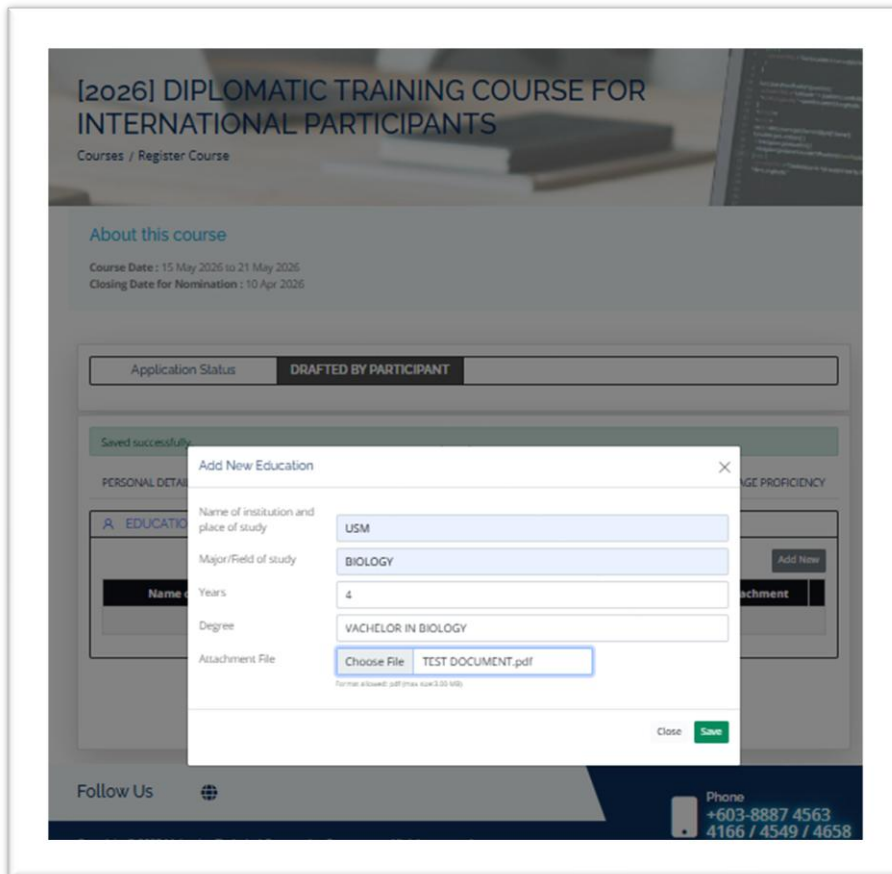
Name of institution and place of study	Major/Field of study	Years	Degree	Attachment
No data available				

Save Draft Save & Next

Review & Submit

Step 11: Click **Add New** to add a record to the **Education** section. Once complete, click **Save & Next**

* **Applicants can complete Steps 9 to 14 in any order.**



Step 12: Complete the Education section and then click **Save**.

*** Applicants can complete Steps 9 to 14 in any order.**

About this course

Course Date : 15 May 2026 to 21 May 2026
Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING LANGUAGE PROFICIENCY

REASONS FOR APPLYING THIS COURSE
Please state briefly the reasons for applying to this course and how you hope to benefit from the course

Reasons for Applying this course*

Have you participated in any training programme in Malaysia before? Yes No

Name of Programme

Organiser

Year

Have you participated in any MTCP training programme in Malaysia before? Yes No

Name of Programme

Name of Course

Name of Training Institute

Year

Step 13: Complete the **Reason for Applying** section and click **Save & Next**.

* Applicants can complete Steps 9 to 14 in any order.

About this course

Course Date : 15 May 2026 to 21 May 2026
 Closing Date for Nomination : 10 Apr 2026

Application Status **DRAFTED BY PARTICIPANT**

Saved successfully.

PERSONAL DETAILS CONTACT DETAILS EMPLOYMENT RECORD EDUCATION REASONS FOR APPLYING **LANGUAGE PROFICIENCY**

ENGLISH LANGUAGE PROFICIENCY

	Excellent	Good	Fair	Basic	Remarks
Listening	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Speaking	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Writing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Reading	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

URL

**Please record a short introduction video (1-2 minutes).
 **Speak clearly and naturally, and make sure you have good lighting and minimal background noise.

Save Draft Save & Next
 Review & Submit

Step 14: Complete the **Language Proficiency** section, provide the URL for your short English-language introduction video, and click **Save & Next**.

* Applicants can complete Steps 9 to 14 in any order.

REASONS FOR APPLYING THIS COURSE
EDIT

Reasons for Applying this course

I WANT TO KNOW MORE ABOUT THIS TOPIC

Have you participated in any training programme in Malaysia before?

No

Have you participated in any MTCP training programme in Malaysia before?

No

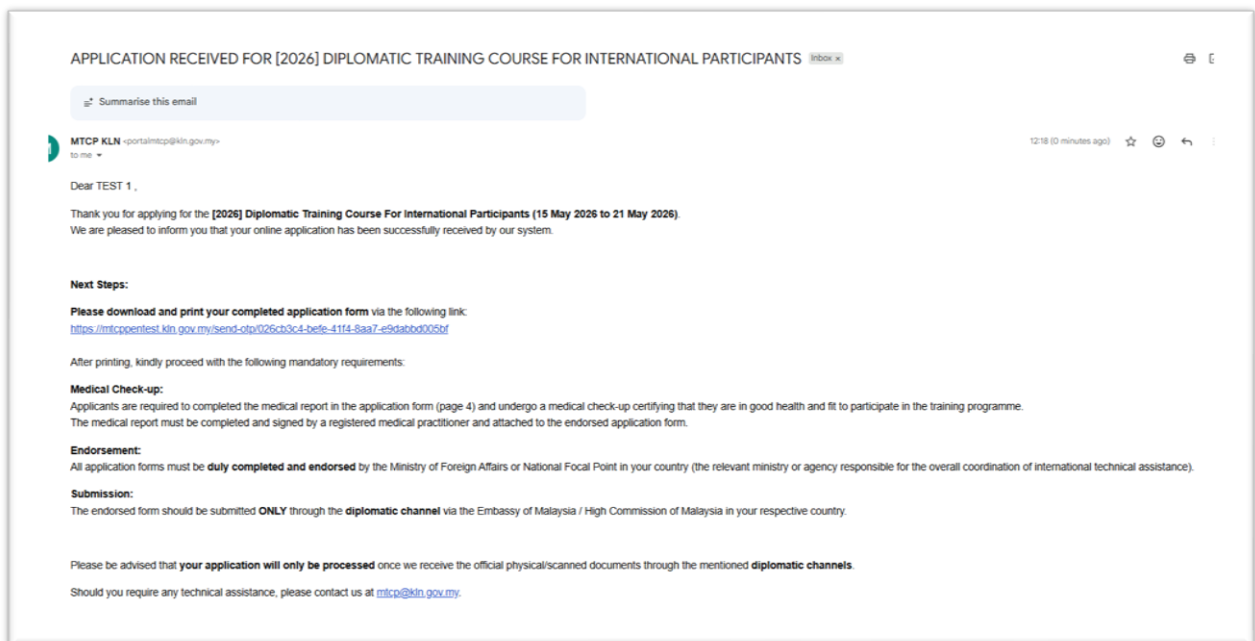
ENGLISH LANGUAGE PROFICIENCY
EDIT

Listening	Excellent
Speaking	Excellent
Writing	Excellent
Reading	Excellent
URL for short introduction video (1-2 minutes).	Click for View

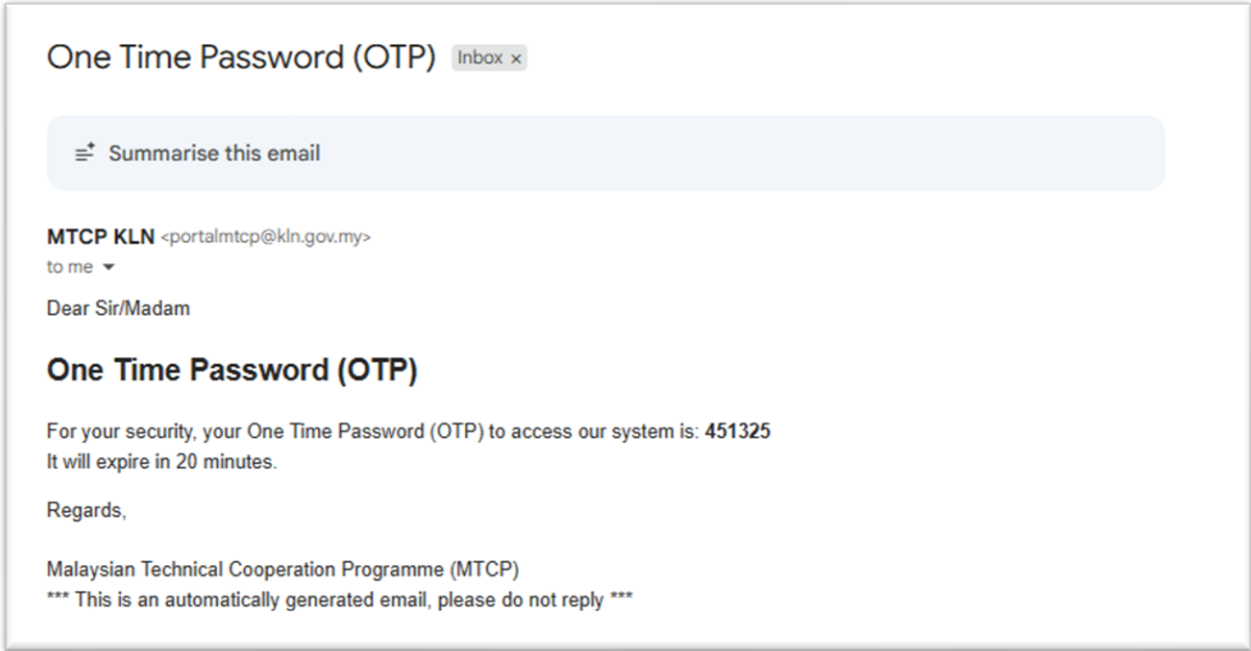
I fully understand that if I fail to comply with the terms and conditions of the training award and/or if any of the above declarations is found to be untrue, the award will be terminated with immediate effect.

Save Draft
Submit Application

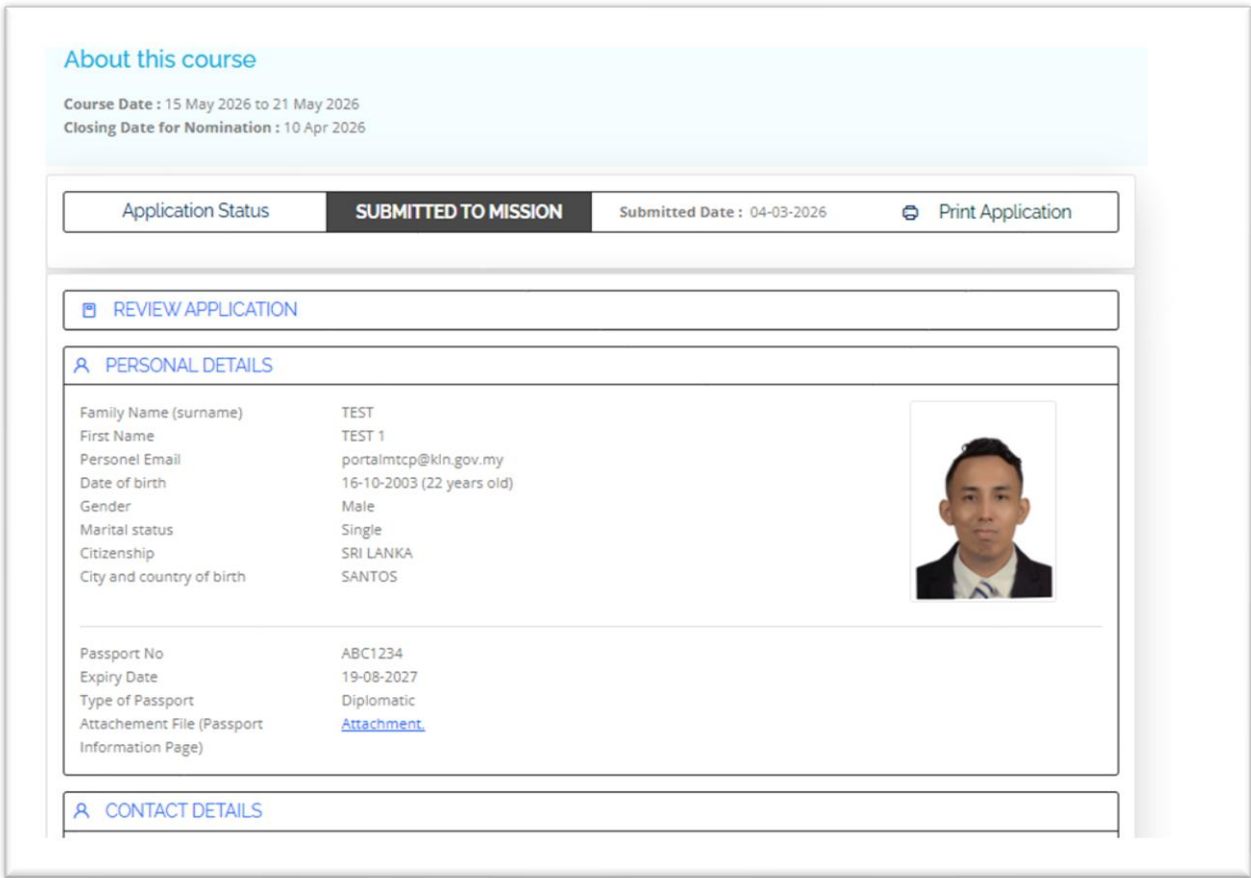
Step 15: Review your information, tick the **declaration box**, and click "**Submit Application**".



Step 16: A receipt of successful submission will be delivered to the e-mail address. To print the form, click the link provided in the e-mail.



Step 17: Enter the OTP number sent in a separate email.



Step 18: Click on **Print Application**.

APPLICATION FORM

COURSE CONDUCTED UNDER THE MALAYSIAN TECHNICAL COOPERATION PROGRAMME (MTCOP)

Please type in capital letters using only English Language. Do not leave any space blank. Use "NIL" or "N/A" where applicable.

FOR OFFICIAL USE ONLY

Reference no : _____
 Received : _____
 Checked : _____
 Recommendation by Mission : YES NO

Title of Course: [DISE] DIPLOMATIC TRAINING COURSE FOR INTERNATIONAL PARTICIPANTS Date of Course: 15 May 2026 - 21 May 2026

1. PERSONAL DETAILS

Family Name (Surname): TEST	Date of birth: 1st Oct 2003 (22 years old)
First Name: TEST 1	Citizenship: SR LANKA
Other Names:	Gender: Male
City and country of birth: SANTOS	Marital status: Single
Passport No: ABC1234 Expiry Date: 18 Aug 2027 Type of Passport: Diplomatic	Religion:

*Attach coloured copy of applicant's recent passport (all pages including front and back cover)

2. CONTACT DETAILS

Office Address:	Postal / Home Address: TEST
Mobile Number: 12345	Home Number: 12345
Office Number: 12345	Email: jort@mtcp@dfm.gov.my

(Person to be contacted in case of emergency)

Step 19: Print the application form.

Next Steps:

- Medical Check-up:** Applicants are required to undergo a medical check-up certifying your good health status. The medical report from the application form (**Page 4**) must be completed and signed by a registered medical practitioner.
- Application Declaration:** Applicants are required to sign the declaration section on **Page 5**.
- Letter of Indemnity:** Applicants and respective witness are **required** to sign the Letter of Indemnity on **Page 6**.
- Nominated by Government:** Applicants are expected to obtain endorsement from their organisation as required on **Page 7**.
- Endorsement:** All application forms must be **duly completed and endorsed** by the Ministry of Foreign Affairs or National Focal Point of host country (the relevant ministry or agency responsible for the overall coordination of international technical assistance).
- Submission:** The endorsed form should be submitted **ONLY** through **diplomatic channel** via the Embassy of Malaysia / High Commission of Malaysia in the host country or accredited to the applicants' country.

7. Please be advised that **application will only be processed** upon receipt of the complete documents through **diplomatic channel**.