



Admissions Standard Operating Procedure (SOP)

EP Pathway Admissions: Malta

1. Purpose

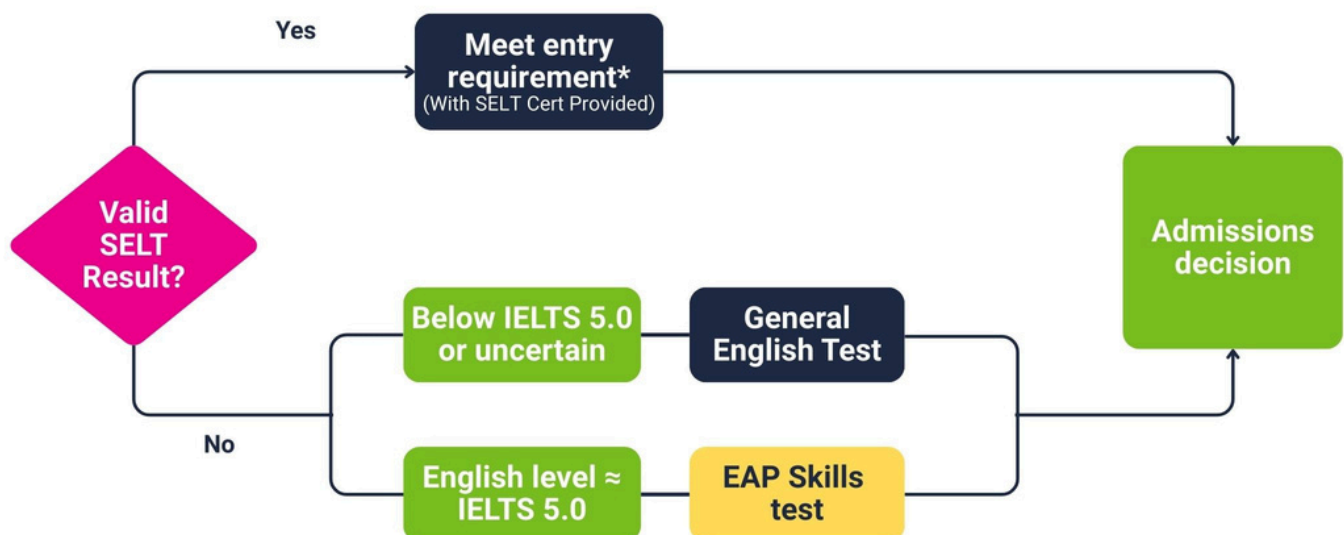
This SOP defines the complete admissions, placement, and visa process for EP Malta Pathway programmes, ensuring consistent application across GEDU regions and EP Admissions.

2. Scope

Applies to:

- EP Regional Managers (RMs)
- Business Development Managers (BDMs)
- EP Admissions Teams (Malta)
- GEDU Regional Sales Teams
- GBS Admissions & Visa Support Teams
- Partner Agents

3. Easy Rule to Remember – Phase Placement



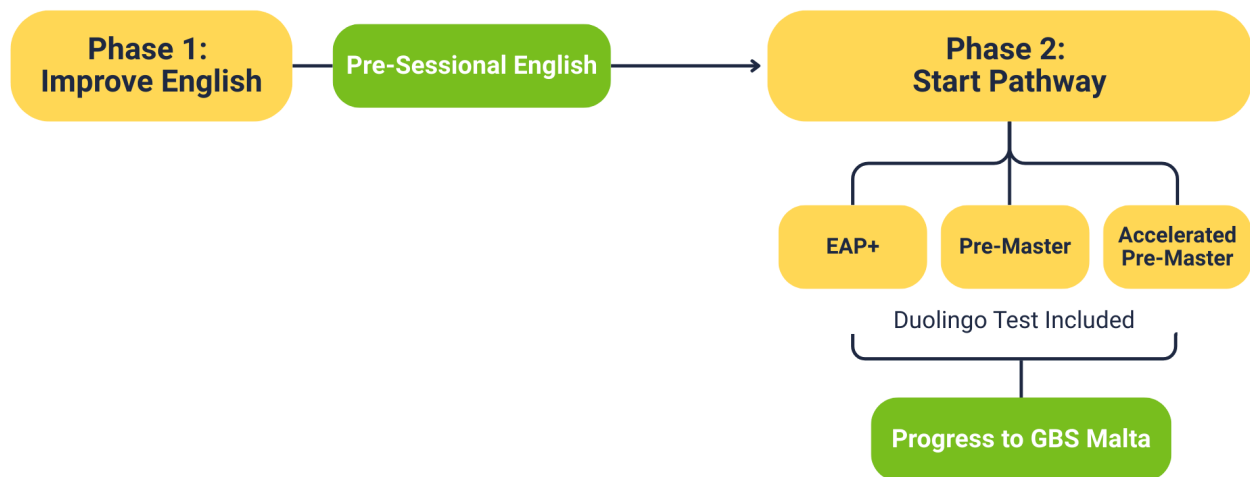
*If the applicant does not yet meet the entry requirements, the application cannot proceed to the admissions decision stage.

Students who obtain **qualifying scores on the Secure English Level Test (SELT)** that meet the **EAP entry standards** may be exempted from taking the EP tests. To confirm this exemption, an **official SELT certificate (issued within the last 1 year)** must be provided to the Admissions Team for verification.

The following table illustrates which test students are required to take:

If the English level is close to IELTS 5.0	If the English level is below IELTS 5.0 or uncertain
Student takes the EAP Skills Test: Link	<p>Student takes the General English Test, which is made up of the...</p> <ol style="list-style-type: none"> 1. Grammar and vocabulary assessment: link 2. Writing assessment: Link 3. Speaking assessment: Link

The EP Academic Team informs (fills out Excel) the EP admissions and sales team about test results, and which course is recommended. The EP Academic Team will then determine Phase 1 (student needs to improve English) or Phase 2 (student can start their pathway EAP course) based on results.



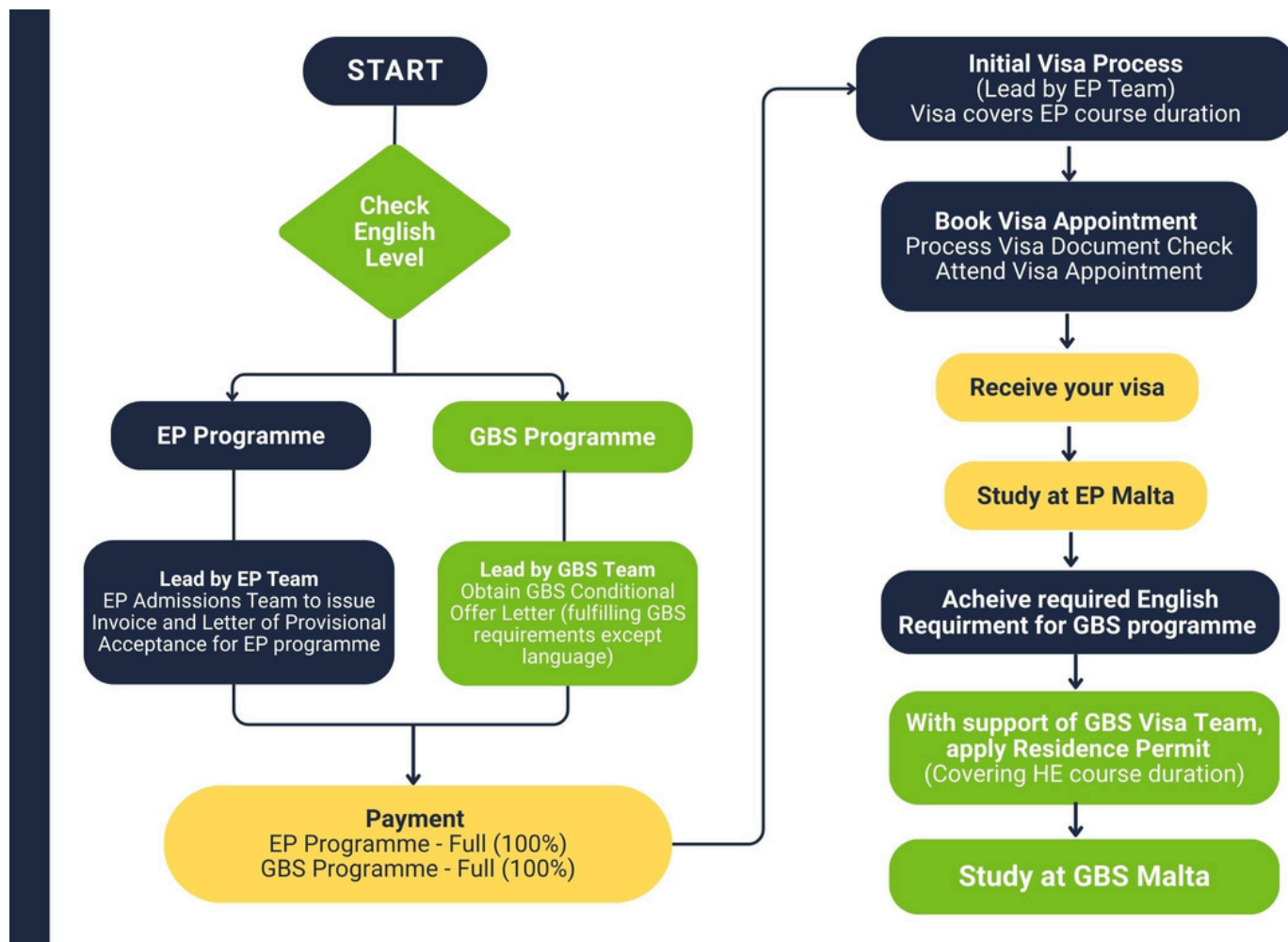
4. Mandatory Requirement – Agent Details

Before EP Admissions can issue any documentation (Provisional Acceptance letter, visa letters, invoices):

[Agent Details Form](#) – MUST BE FILLED OUT by sales team: (This applies when it's the first-time agent sending bookings to EP)

Without receiving the agent details, EP cannot release any documents.

5. Admissions Process



Note: Completion of the EAP programme at EP does not waive the SELT requirement for GBS Malta. To progress to the GBS Malta academic programme, the student must achieve the required SELT score. Therefore, EP includes a free Duolingo Exam at the end of the EAP course

A: Student has a valid official English exam (issued within the last 1 year):

- If equivalent to IELTS 5.0, the student may enter EAP/Pre-Master's directly (subject to academic requirements).
- Send documents to EP Admissions, copying the EP Regional Manager.
- Application deadline: Minimum 4 months before EAP intake (visa requirement).

B: Student does not have a valid English exam:

- If the student believes they are ~ IELTS 5.0 → assign the EAP Skills Test.
- If unsure of level → assign the General English Test.
- EP Admissions confirms Phase 1 or Phase 2.

6. Required Documents for Admission

Before an application can be processed, students must submit the following documents to EP Admissions for verification:

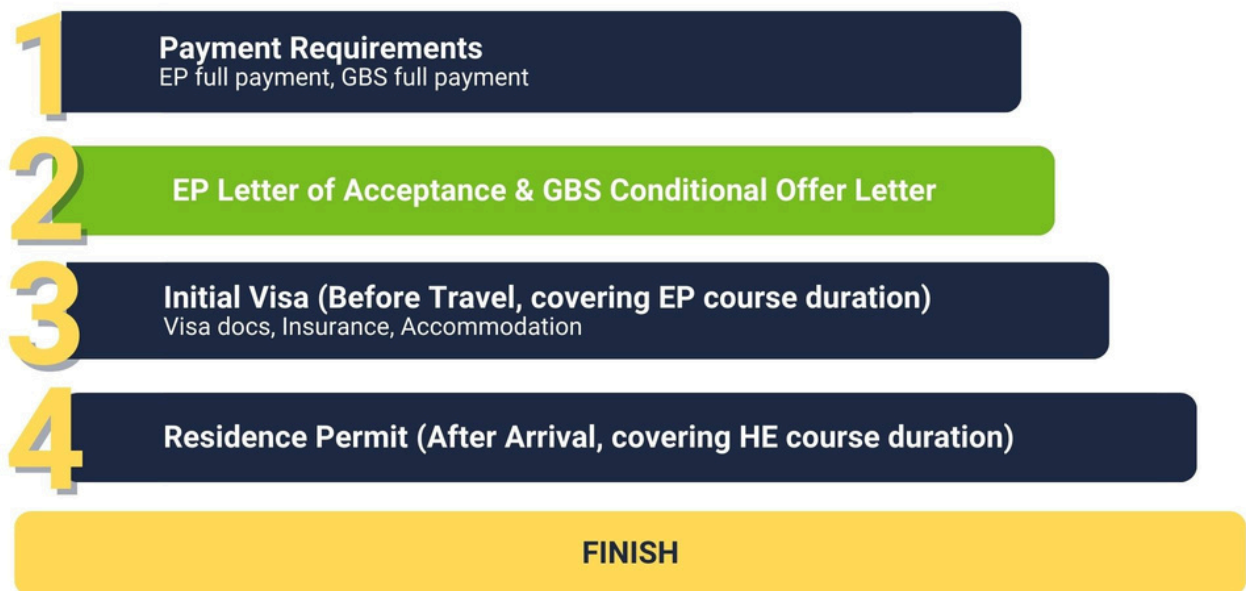
- Passport
- Proof of English level (if applicable)
- EP issues a Provisional Acceptance Letter of EP Pathway course
- Successful completion of the Duolingo test is included at the end of the EAP course to progress to the GBS Malta academic programme.



7. Visa Process

To initiate the visa process, the student needs to

- Obtain GBS Conditional Offer Letter (fulfilling GBS requirements except language)
- Ensure complete payment for the EP course and the GBS course; all payments must be confirmed by the Finance team.



7.1. Initial Visa (for EAP/English stage)

EP will arrange:

- Insurance & Accommodation (where applicable)
- Refer to the EP Malta Visa Guide.

7.2. Residence Permit After Arrival (for HE stage)

Student applies for a **Residence Permit** in Malta with support from the GBS Team.