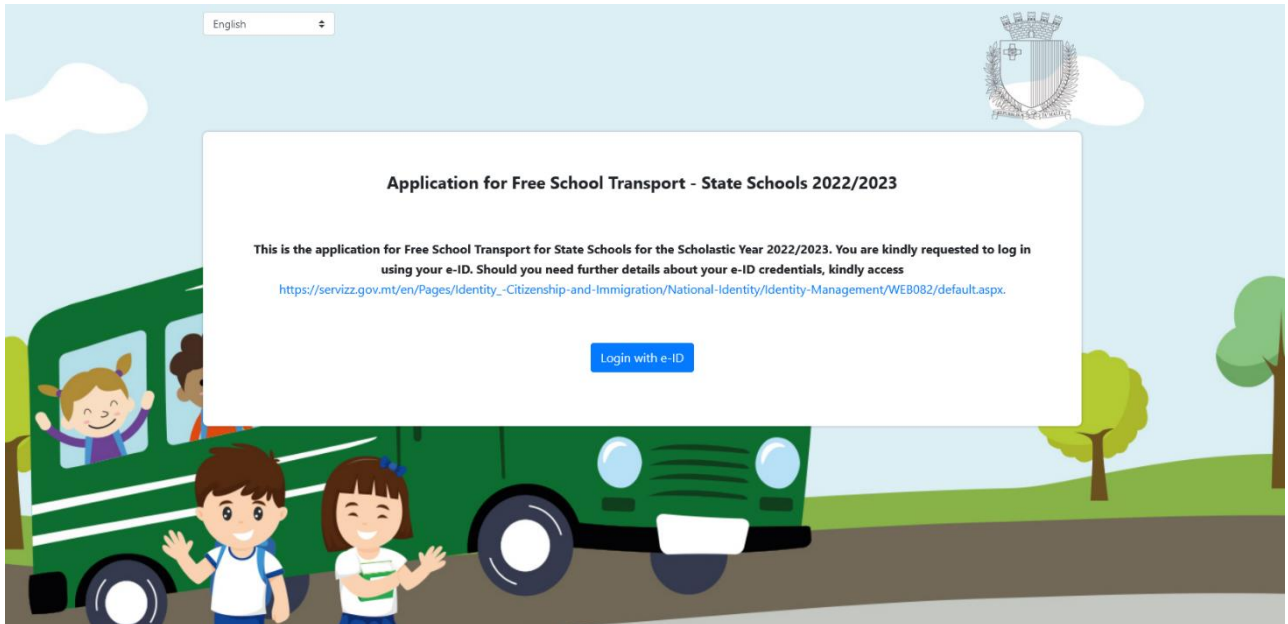| NEW APPLICATION |
| --- |

1. When clicking on the various links found on schooltransport.edu.mt, education.gov.mt or facebook posts and ads, you will land on this page:

Now you need to click on blue button **Login with e-ID** and get to the below screen where you need to input the e-ID credentials to access the application form:

Once logged in, you need to press **Continue** so you will get to the application screen:

Now you are in the application form. This looks exactly the same as the Renewal Form, but the only details that are pre-filled are those in Section *1. Parent/Legal Guardian Details*. These details are pre-filled through Identity Malta information thanks to e-ID. You can edit **Contact Details** and **Address** but cannot edit your Personal Details. Note that fields marked with an * are mandatory and cannot be left empty.

Application for Free School Transport - State Schools 2022/2023

1. Parent/Legal Guardian Details (as per ID Card details)

Personal Details

* ID Card Number	0123456M		
* First Name	John	* Last Name	Smith

Contact Details

Telephone Number		* Parent's/Legal Guardian's M...	0035601234567
* Parent's/Legal Guardian's e-...	john.smith@example.com	* Confirm the e-mail Address	john.smith@example.com

Address

* Town	Il-Belt Valletta	* Locality	Valletta
* Street	Great Siege Road	Post Code	
House Name		* House Number	1

You have modified your address! Please click on the button in order to continue with the application.

[Click here]

2. Student Details ?

Personal Details

* Student Details	No Selection	* ID Card Number	
* First Name		* Last Name	

3. Transport Details ?

The Administration reserves the right to change any Pick-up points as deemed appropriate.

☐ Click here if the student attends a school outside of his/her respective College/ School catchment area

		* Student year for 2022/2023	No Selection
* School Name	No Selection	* Pick-up	No selection

Additional Information

☐ Wheelchair user   ☐ Cannot climb high steps

* The School Transport Section may introduce a Parent Notification App which informs parents / legal guardians when their child boards and alights the school transport vehicle. Would you be interested in having this App?
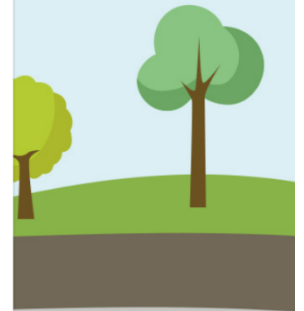
(Select an option to continue with the application)

[Yes, I accept] [No, not interested]

4. Consent and Data Protection Notice

Click here to view details about Data Protection and Data Processing Policy

Please tick the box below to confirm that you agree with the terms and conditions and then click on Submit

☐ I confirm that I have carefully read the Data Processing details and that I agree with the contents *

[Submit]

- The School Transport Section may introduce a Parent Notification App which informs parents/legal guardians when their child boards and alights the school transport vehicle. You will need to select whether you accept this or not, by selecting 'Yes, I accept' or 'No, not interested'.

Application for Free School Transport - State Schools 2022/2023

1. Parent/Legal Guardian Details (as per ID Card details)

Personal Details

* ID Card Number	0123456M		
* First Name	John	* Last Name	Smith

Contact Details

Telephone Number		* Parent's/Legal Guardian's M...	0035601234567
* Parent's/Legal Guardian's e-...	john.smith@example.com	* Confirm the e-mail Address	john.smith@example.com

Address

* Town	Il-Belt Valletta	* Locality	Valletta
* Street	Great Siege Road	Post Code	
House Name		* House Number	1

You have modified your address! Please click on the button in order to continue with the application.

Click here

- When you are ready from this section, you need to click on the yellow button **Click here** to validate the address and proceed. This pop-up is shown and you need to click on **OK**:

Successfully verified address, please select school and pick-up point.

OK

- Now you need to choose the student's name from the dropdown menu in **Student Details.** When name is chosen, the ID Card Number, First Name and Last Name are filled in automatically as per below. Note that if the student's name does not appear in the dropdown menu, you are able to enter the student's ID Card Number, First Name and Last Name manually in order to proceed – you will also need to tick a checkbox to declare that this information is accurate.

2. Student Details ⓘ

Personal Details

* Student Details	Anna Smith	* ID Card Number	0123456L
* First Name	Anna	* Last Name	Smith

Next, you need to fill in *Section 3. Transport Details* in this order: Student Year, School Name and Pick-up point. If student is outside catchment area you can tick the box "Click here if the student attends a school outside of his/her respective College/School catchment area" and all schools will feature and the particular Student Year can be chosen from the dropdown menu. However, you can only choose from the pick-up points available.

3. Transport Details ⑦

The Administration reserves the right to change any Pick-up points as deemed appropriate.

☑ **Click here if the student attends a school outside of his/her respective College/ School catchment area**

* Student year for 2022/2023	Year 5

* School Name	Gharb Primary

* Pick-up	Ghasri - Nazzarenu Bus Stop

Finally, if applicable, you can select the tick boxes in the *Additional Information* section and then go to Section 4, tick the confirmation check box and click on **Submit.**

Additional Information

☐ **Wheelchair user**   ☐ **Cannot climb high steps**

* The School Transport Section may introduce a Parent Notification App which informs parents / legal guardians when their child boards and alights the school transport vehicle. Would you be interested in having this App?

(Select an option to continue with the application)

Yes, I accept	No, not interested

4. Consent and Data Protection Notice

Click here to view details about Data Protection and Data Processing Policy

Please tick the box below to confirm that you agree with the terms and conditions and then click on Submit

☐ I confirm that I have carefully read the Data Processing details and that I agree with the contents *

Submit

When submitting the application, if any mandatory fields were left blank, the form will take you back to the part with incomplete fields and highlight it with a red note like the below (where mobile number field was left empty):

Contact Details

Telephone Number		* Parent's/Legal Guardian's M...	ⓘ
			Parent's/Legal Guardian's Mobile Number field is required.
* Parent's/Legal Guardian's e-...	john.smith@example.com	* Confirm the e-mail Address	john.smith@example.com

Finally, when form is properly filled in and submitted the below screen pops up:

Are you sure of these details?

Parent/Legal Guardian Details (as per ID Card details)

ID Card Number : **0123456M**

First Name: **John**

Last Name: **Smith**

Town: **Il-Belt Valletta**

Locality: **Valletta**

Street: **Great Siege Road**

Post Code: **-**

House Name: **-**

House Number: **1**

Parent's/Legal Guardian's Mobile Number : **0035601234567**

Parent's/Legal Guardian's e-mail Address :
john.smith@example.com

Student Details

ID Card Number: **0123456L**

First Name: **Anna**

Last Name: **Smith**

Transport Details

Student year for 2022/2023: **Year 5**

School Name: **Gharb Primary**

Pick-up: **Ghasri - Nazzarenu Bus Stop**

Wheelchair user: **Yes**

Cannot climb high steps: **No**

Receive notifications: **Yes**

[Yes] [Cancel]

If you want to change something you should click on **CANCEL** and go back to the application. If you are satisfied with the details, you should click on **YES** and application is submitted. Immediately an automatic email with all application details is sent to you from schooltransportapplications.meyr@gov.mt.