

E- Timecard System Time Logging Procedure
(For Supplementary Language Classes I &II)

Step1 : Select a Multi-task language training course

Multi-task language training course I:

Multi-task language training course II:

Step2 : Swipe your student ID card over E-Timecard system reader before attending the class/practice.

Step3 : Swipe your student ID card over E-timecard system reader after finishing the class/practice.

Step4 : E- Timecard System converts your class/practice entering and finishing time into your study hours.

Step5 : Check your study hours with your student ID number and password on My MTC.

Step6 : Your teacher will track and record your study hours on E-Timecard system at the end of each month.

Required documents for Visa extension Application – Record of Attendance (Supplementary Language Class Hours included), and certificate of enrollment.