



## **Medical Council of Malawi Information System (MCMIS)**

### **Prospective Practitioner Module – User Manual for Registration of Prospective Practitioners**

**Version 1.0**

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# 1. Introduction

The Medical Council of Malawi Information System (MCMIS) provides an online platform for prospective practitioners to apply for professional registration.

This system replaces manual application processes and allows applicants to submit, track, and manage their applications efficiently and transparently.

This manual provides a step-by-step guide to assist prospective practitioners in completing their registration applications.

## 2. Purpose of the Practitioner Registration Module

The module is designed to:

- Enable online submission of practitioner registration applications
- Improve efficiency and reduce processing time
- Provide real-time application tracking
- Ensure accurate and complete data submission
- Maintain a centralized database of registered practitioners

## 3. System Access Requirements

To access the system, ensure you have:

### 3.1 Technical Requirements

- Computer, smartphone, or tablet
- Stable internet connection
- Updated web browser (Google Chrome recommended)

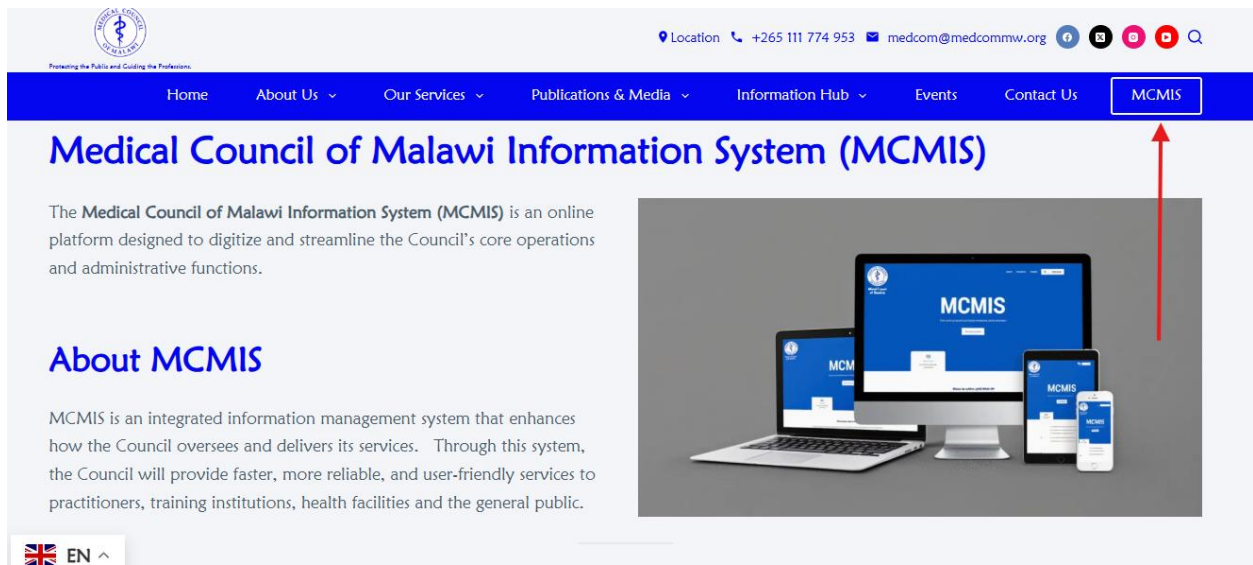
### 3.2 User Requirements

- Valid email address
- Personal identification details
- Academic and professional documents

## 4. Step-by-Step Guide for Application Submission

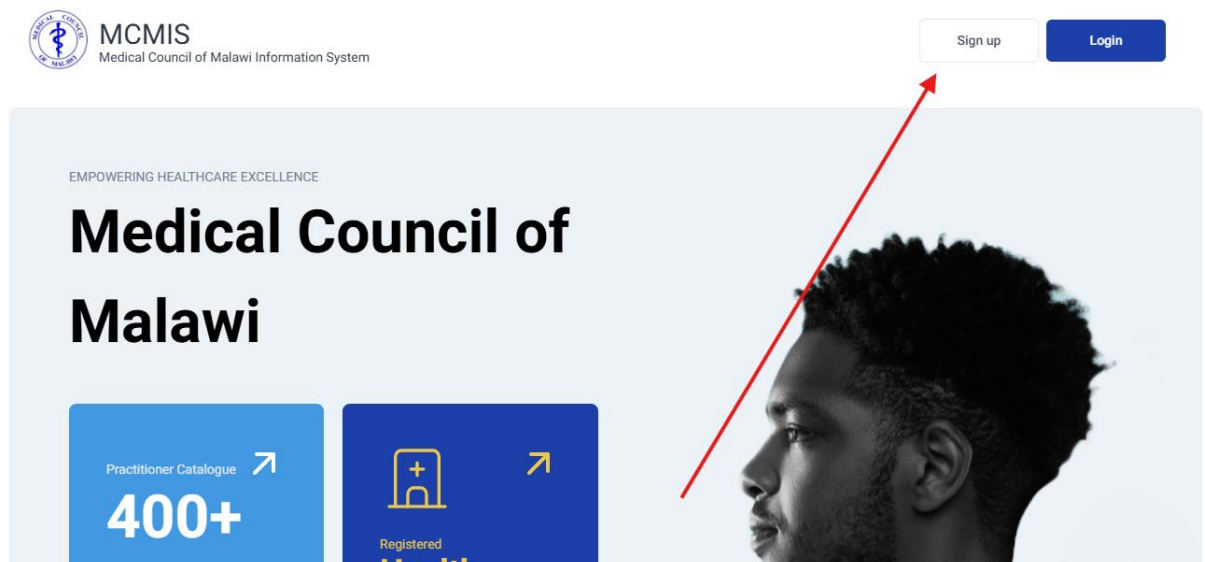
### Step 1: Access the MCMIS Portal

1. Visit the official website of the Medical Council of Malawi.
2. Click on the MCMIS button.
3. You will be redirected to the MCMIS Home Page.

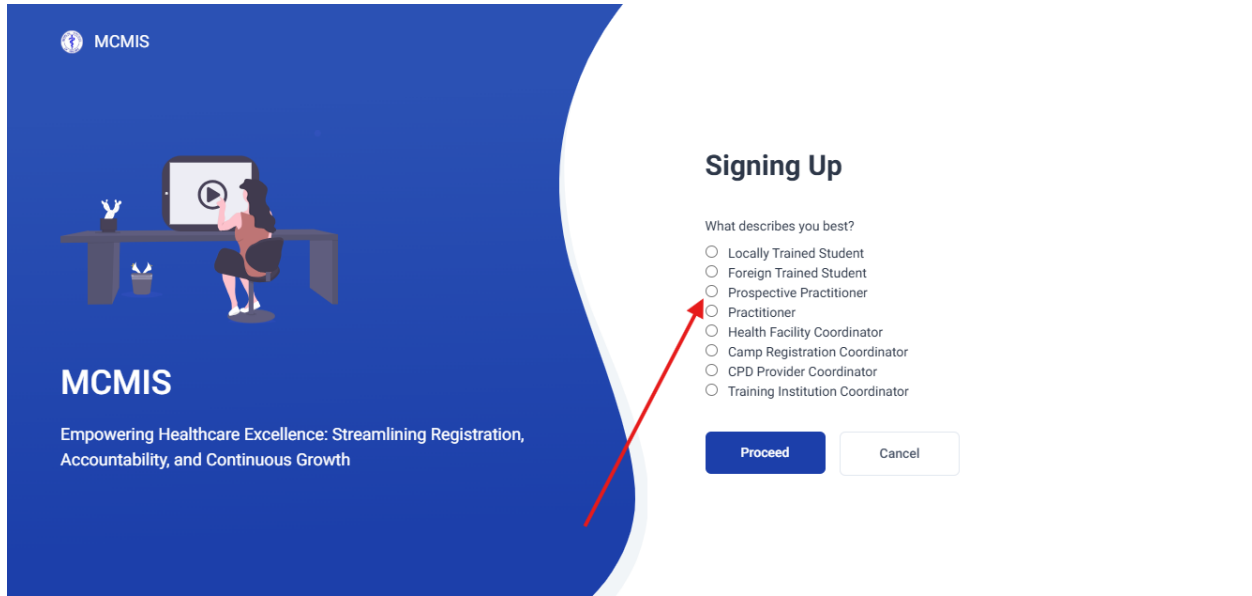


### Step 2: Create an Account

1. On the Home Page, click "Sign Up".



2. From the list of user categories, select “Prospective Practitioner”.



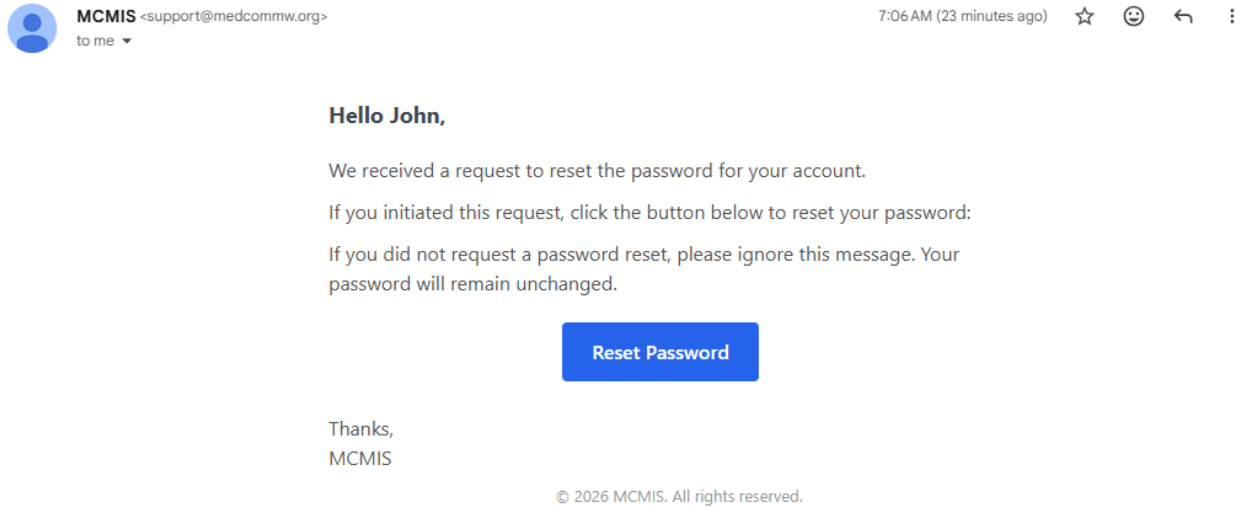
### Step 3: Complete Profile Registration

Enter your personal details, such as:

- Full Name (e.g., John Banda)
- Email Address (e.g., [johnbanda@email.com](mailto:johnbanda@email.com))

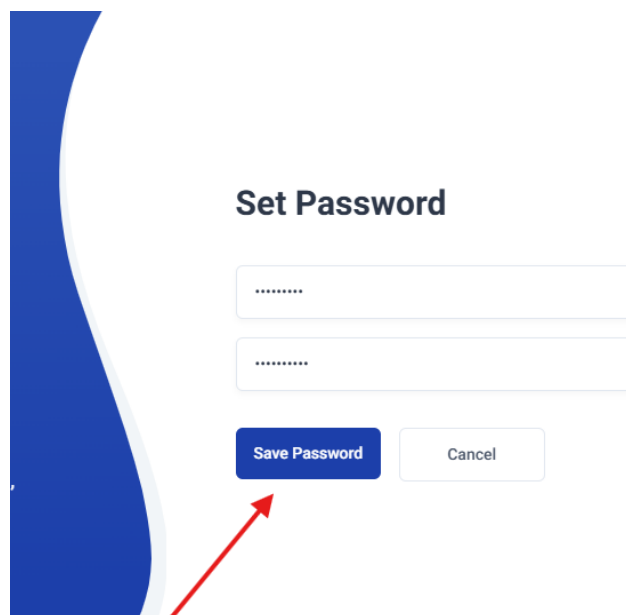
## Step 4: Verify Your Email

- Check your email inbox.
- Open the verification email sent by the system.
- Click the activation link to verify your account.



## Step 5: Create a Password

- Create a strong password (use a mix of letters, numbers, and symbols).
- Re-enter the password to confirm.
- Click Save. Keep your password secure and do not share it.

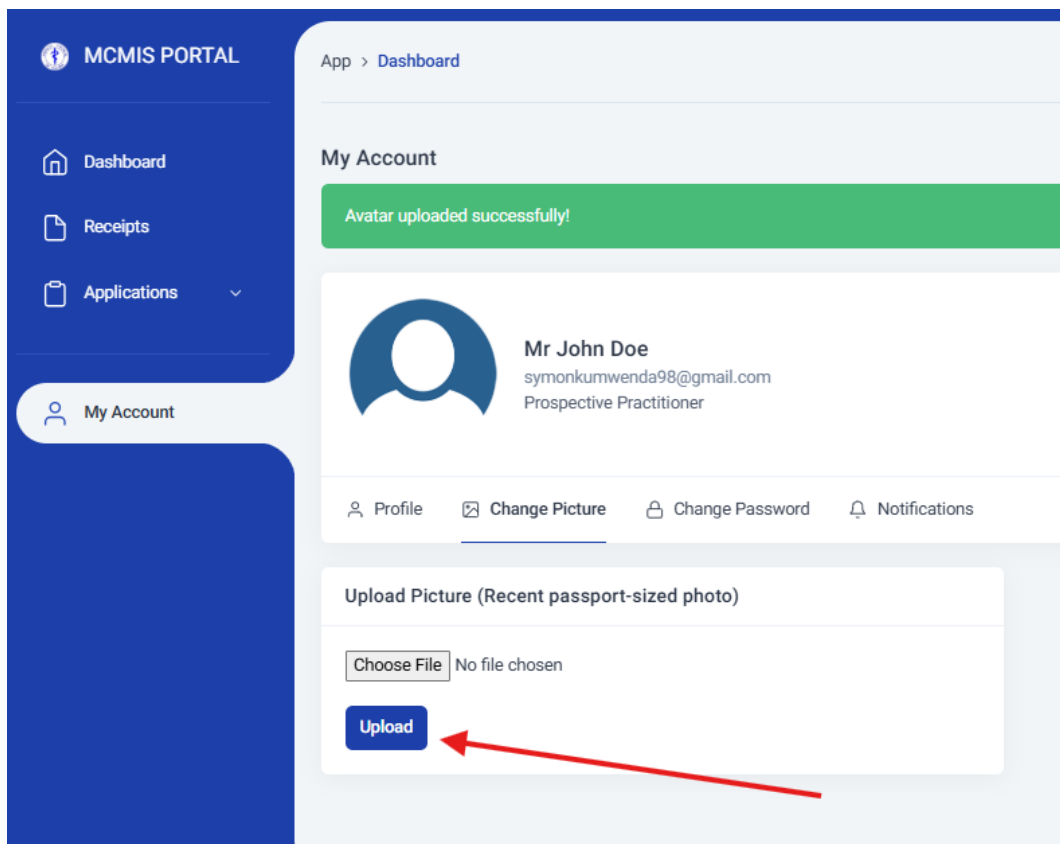


## Step 6: Upload Profile Photo

- The system will redirect you to your dashboard.
- Upload a clear passport-sized photo before proceeding.

### Requirements:

- Clear and recent photo
- Plain background
- Face clearly visible



## Step 7: Create Application

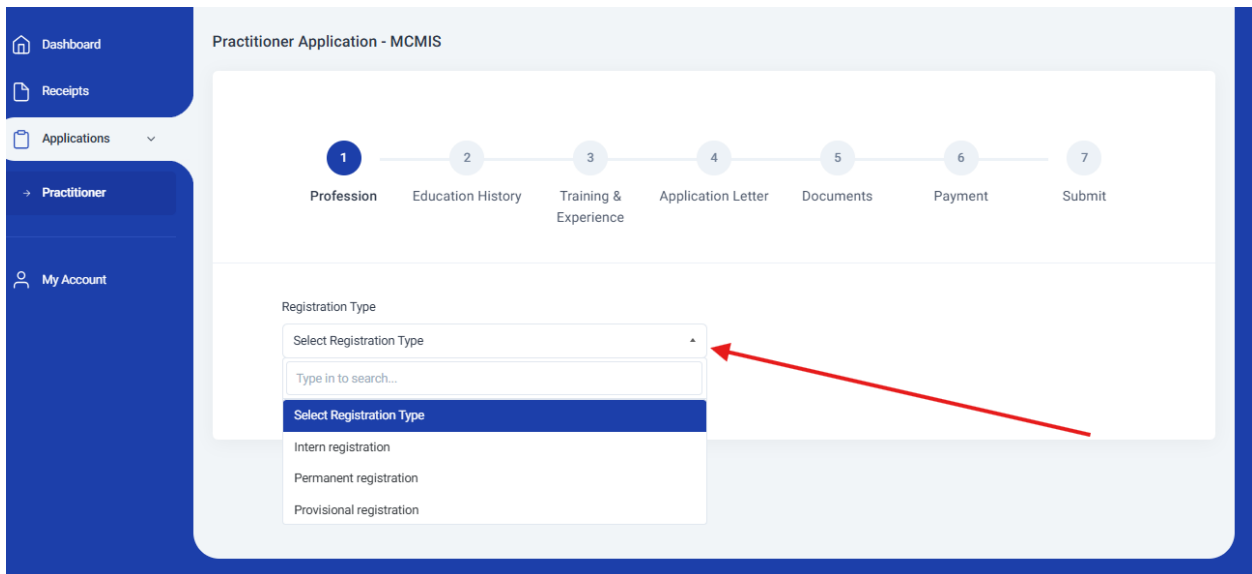
- On the sidebar, click “Practitioners”.
- Select “Create Application”.



## Step 8: Select Registration Type

Choose one of the following:

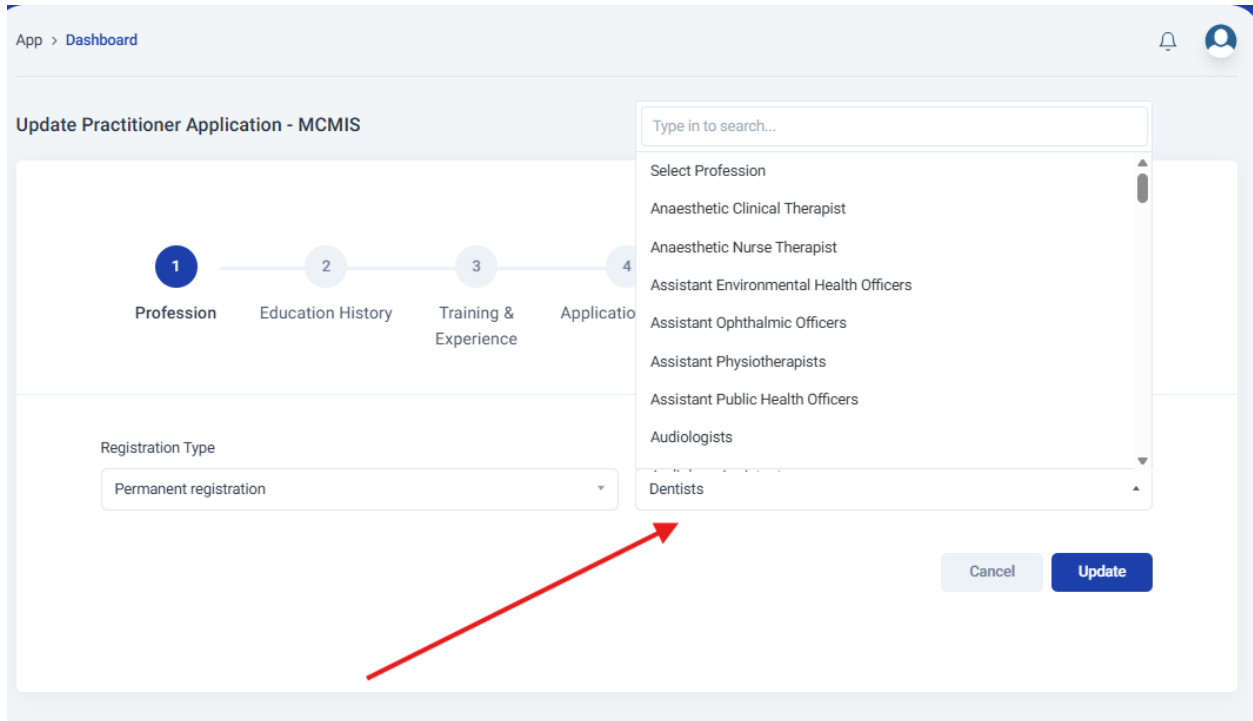
- Intern
- Permanent
- Provisional



## Step 9: Select Profession

Select your profession, for example:

- Clinical Officer
- Dentist
- Medical Practitioner



The screenshot shows the 'Update Practitioner Application - MCMIS' interface. At the top, there is a breadcrumb 'App > Dashboard' and a user profile icon. The main content area features a progress bar with four steps: 1. Profession, 2. Education History, 3. Training & Experience, and 4. Application. Below the progress bar, there is a 'Registration Type' dropdown menu currently set to 'Permanent registration'. To the right, a 'Select Profession' dropdown menu is open, displaying a list of professions including Anaesthetic Clinical Therapist, Anaesthetic Nurse Therapist, Assistant Environmental Health Officers, Assistant Ophthalmic Officers, Assistant Physiotherapists, Assistant Public Health Officers, Audiologists, and Dentists. A red arrow points to the 'Dentists' option. At the bottom right, there are 'Cancel' and 'Update' buttons.

## Step 10: Enter Education History

Provide details of your qualifications:

- Choose the Institution Category ei. Local or Foreign.
- If foreign, provide the Institution name.
- If local, select from the local institution dropdown list.
- Enter the remaining qualification details and click save.

1 Profession 2 **Education History** 3 Training & Experience 4 Application Letter 5 Documents 6 Payment 7 Submit

Institution Category  
Local

Local Institution  
Kamuzu University of Health Sciences

Qualification obtained  
Bachelor's in Medical Science

Start Year  
April 2026

End Year  
April 2026

Examination Authority  
KuHes

Save

## Step 11: Enter Training History

Provide details of previous training:

- Workshops or professional training
- Include training name and duration.
- Click save and proceed to the next section.

1 Profession 2 Education History 3 **Training & Experience** 4 Application Letter 5 Documents 6 Payment 7 Submit

Training name  
HIV & AIDS Counseling

Start Date  
March 2022

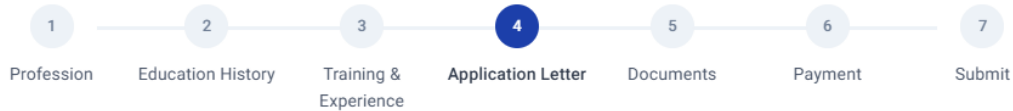
End Date  
March 2023

Save

Previous **Keep Draft** Next

## Step 12: Write Application Letter

- Type a short application letter (maximum 300 words).
- Clearly explain your application for registration.
- Save and click next.



Application Letter Required, max 300 words characters

AI ▼ A<sup>2</sup> ▼ A ▼ A ▼ B I U ↺ ↻ ↶ ↷ ↸ ↹ ↻ ↷ ↸ ↹ ↻ ↷ ↸ ↹

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email]  
[Date]  
The Registrar/Chief Executive Officer,  
Medical Council of Malawi,  
P.O. Box 30729,  
Lilongwe 3,  
Malawi.

**RE: APPLICATION FOR MEDICAL REGISTRATION AND LICENSING – DR. [Your Full Name]**

Dear Dr. [Registrar Last Name or Registrar],

I am writing to formally apply for registration and a license to practice medicine in Malawi, as regulated by the Medical Council of Malawi.

I am a qualified Medical Practitioner (mention specialist status if applicable) holding a [Name of Degree] from [University Name, Country], conferred on [Date]. I am currently licensed in [Country/Jurisdiction] with registration number [License Number], and I am in good standing.

I have completed the necessary primary-source verification of my qualifications. Enclosed with this letter are the required documents for your review:

ECFMG +1  
Completed Application for Registration Form.  
Certified copies of my academic and professional qualifications.  
Certificates of Good Standing from [Previous/Current Medical Board]

A red arrow points upwards from the bottom right of the text area towards the character count limit 'Required, max 300 words characters'.

## Step 13: Upload Required Documents

Upload clear copies of required documents, such as:

- National ID or Passport
- Highest Secondary School certificate
- Professional qualification certificates
- Any other required supporting documents
- Documents marked with \* are mandatory.

The screenshot shows a progress bar at the top with seven steps: 1. Profession, 2. Education History, 3. Training & Experience, 4. Application Letter, 5. Documents (highlighted in blue), 6. Payment, and 7. Submit. Below the progress bar, a 'Note' section contains three red instructions: 1. Submit original document and translated document in one document. 2. All copies of qualifications and transcript should be submitted as certified copies of original. 3. Documents marked with \* are mandatory. The main form area has a 'Select file' section with a 'Choose File' button and 'No file chosen' text. To the right is a 'Document Type' dropdown menu with 'Other' selected. The dropdown list includes: National ID \*, Duly Commissioned Statutory Declaration \*, Highest Secondary School Certificate \*, Professional Qualification, Notification of Results, Official transcript, and Curriculum Vitae (Max 2 Pages). There are 'Upload' and 'Keep Draft' buttons on the right side of the form.

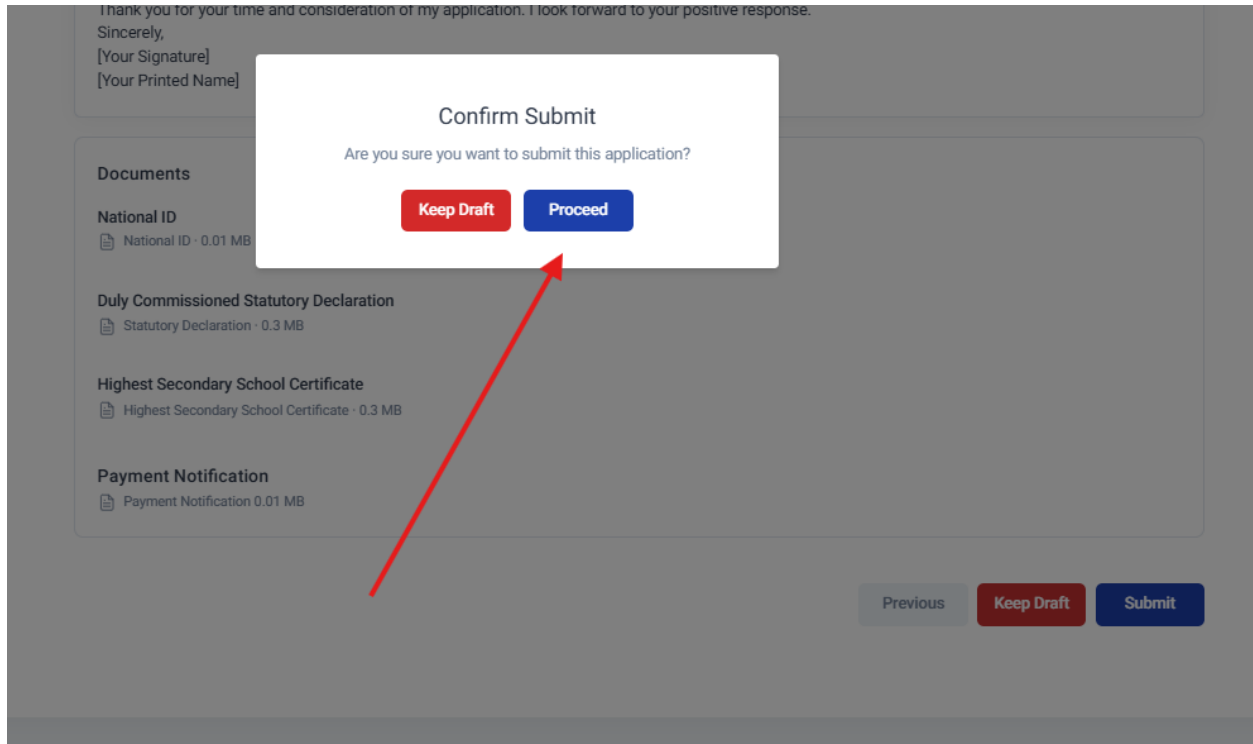
## Step 14: Payment Process

- Download the system-generated invoice.
- Make payment through the bank.
- Upload proof of payment.
- Click Next to proceed.

The screenshot shows the 'Payment' step in the progress bar, which is highlighted in blue. Below the progress bar, the text reads: 'Attach Payment Notification. To proceed with the application, you need to pay the total fees of MWK 264,000.00. Please upload the proof of payment after making a deposit to the account provided in the invoice. You can download the invoice [here](#)'. Below this text, it says 'Documents marked \* are required'. The form has a 'Select file' section with a 'Choose File' button and 'No file chosen' text. To the right is a 'Document Type' dropdown menu with 'Payment Notification \*' selected. There is an 'Upload' button on the right side of the form. At the bottom right, there are 'Previous' and 'Keep Draft' buttons. A red arrow points from the 'Attach Payment Notification' text to the 'here' link.

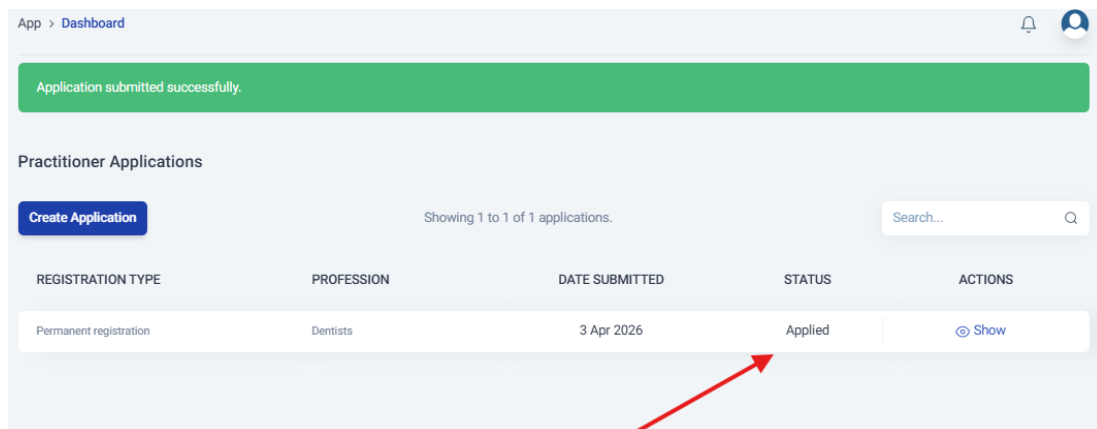
## Step 15: Review and Submit Application

- Carefully review all entered information.
- Confirm that all documents are uploaded.
- Click “Proceed” to submit the application.



## Step 16: Track Application Status

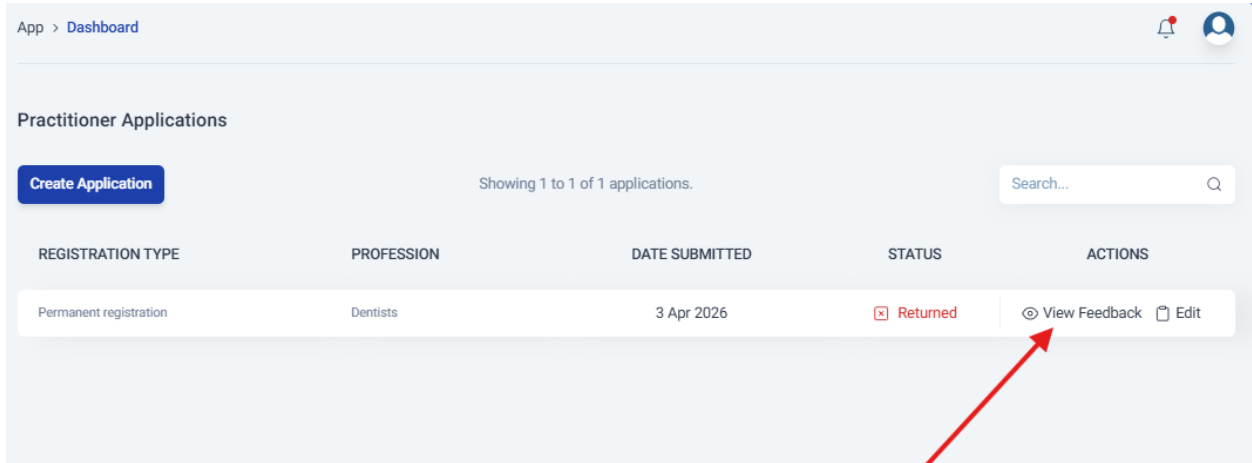
- Navigate to the Applications Page.
- Monitor the status of your application in real time.



## Step 17: Handling Returned Applications

If your application is returned:

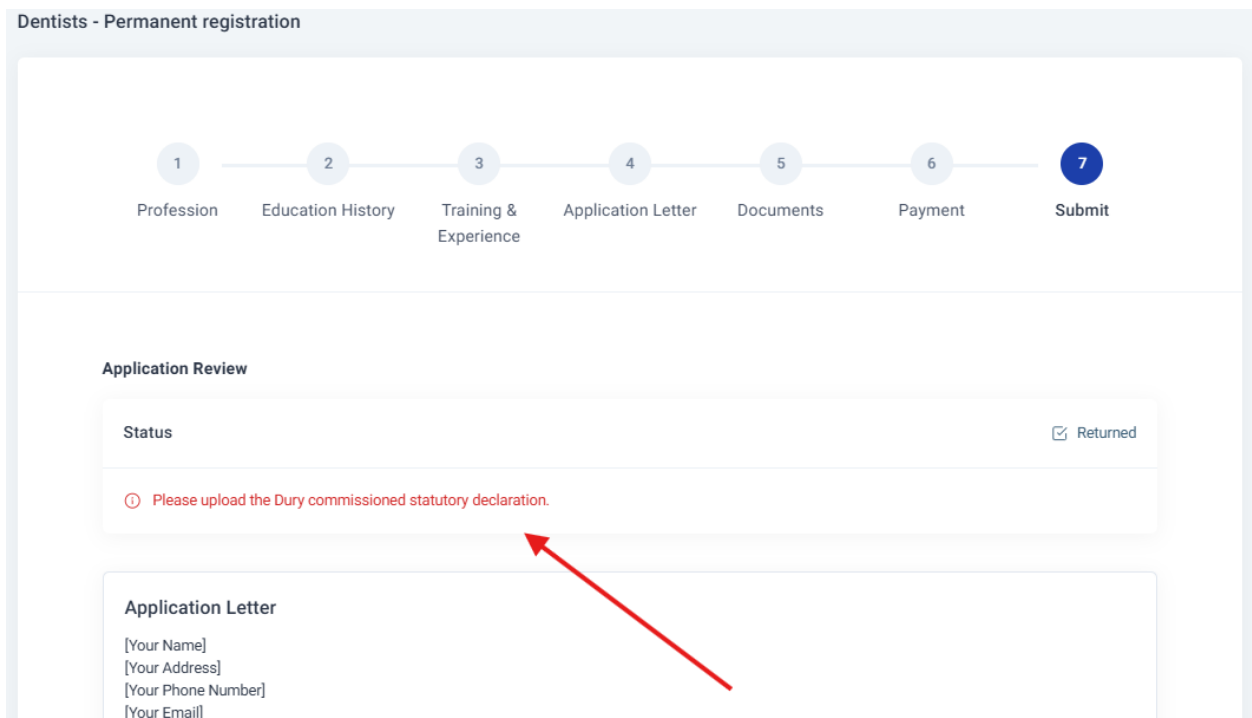
- Status will show “Returned”.



The screenshot shows the 'Practitioner Applications' dashboard. At the top left, there is a breadcrumb 'App > Dashboard' and a notification bell icon. Below the title, there is a 'Create Application' button and a search bar. The main content is a table with columns: REGISTRATION TYPE, PROFESSION, DATE SUBMITTED, STATUS, and ACTIONS. A single application is listed with the status 'Returned'. A red arrow points from the 'View Feedback' link in the ACTIONS column to the next screenshot.

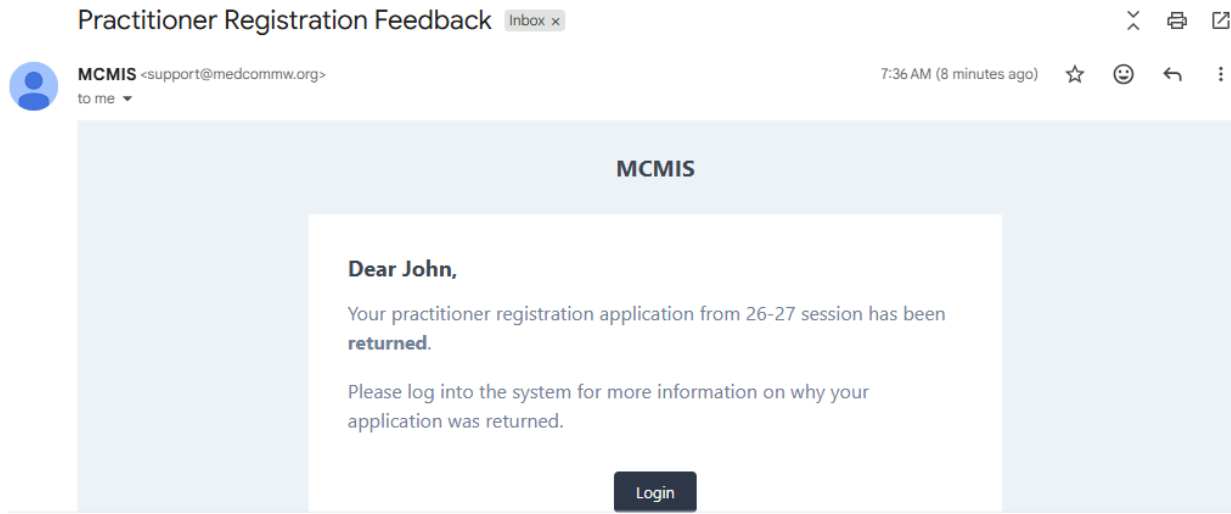
REGISTRATION TYPE	PROFESSION	DATE SUBMITTED	STATUS	ACTIONS
Permanent registration	Dentists	3 Apr 2026	Returned	View Feedback Edit

- Click “View” to check the reason.



The screenshot shows the 'Dentists - Permanent registration' application review page. At the top, there is a progress bar with seven steps: 1. Profession, 2. Education History, 3. Training & Experience, 4. Application Letter, 5. Documents, 6. Payment, and 7. Submit. Below the progress bar, there is an 'Application Review' section. The 'Status' field shows 'Returned'. A red error message states: 'Please upload the Dury commissioned statutory declaration.' A red arrow points from this message to the 'Application Letter' section below, which contains placeholder text: '[Your Name]', '[Your Address]', '[Your Phone Number]', and '[Your Email]'.

- You will also receive an email notification for a returned application.



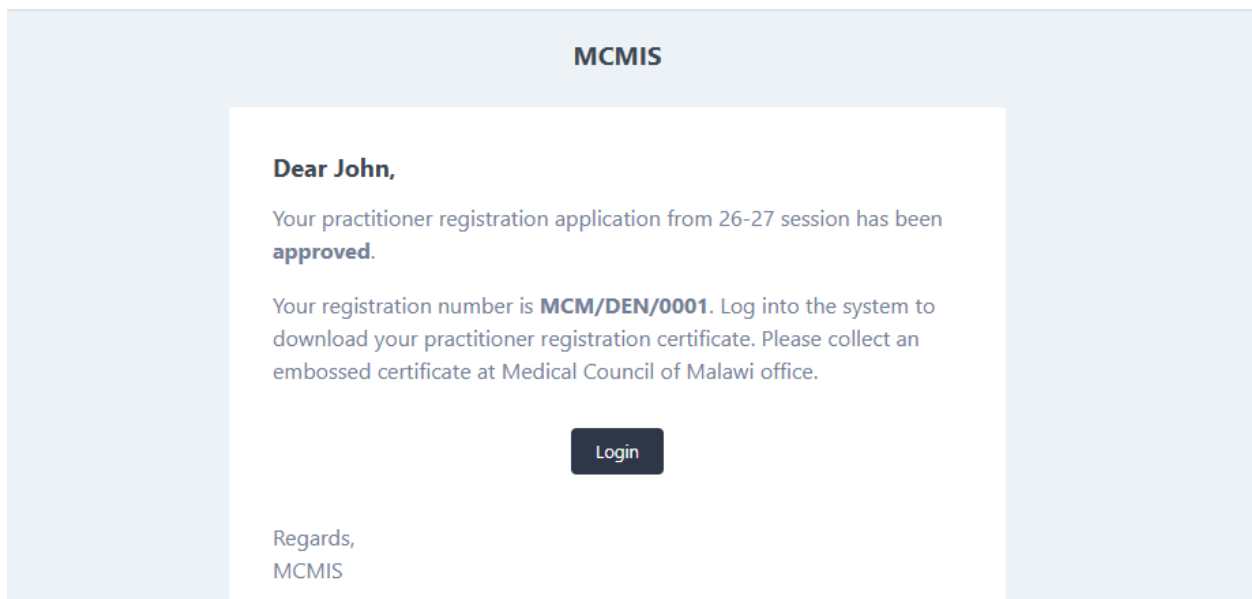
- Update the required information and resubmit.

Note: Your previously submitted data will be saved.

## Step 18: Application Approval

If approved:

- You will receive an email notification.
- The email will include your registration number.

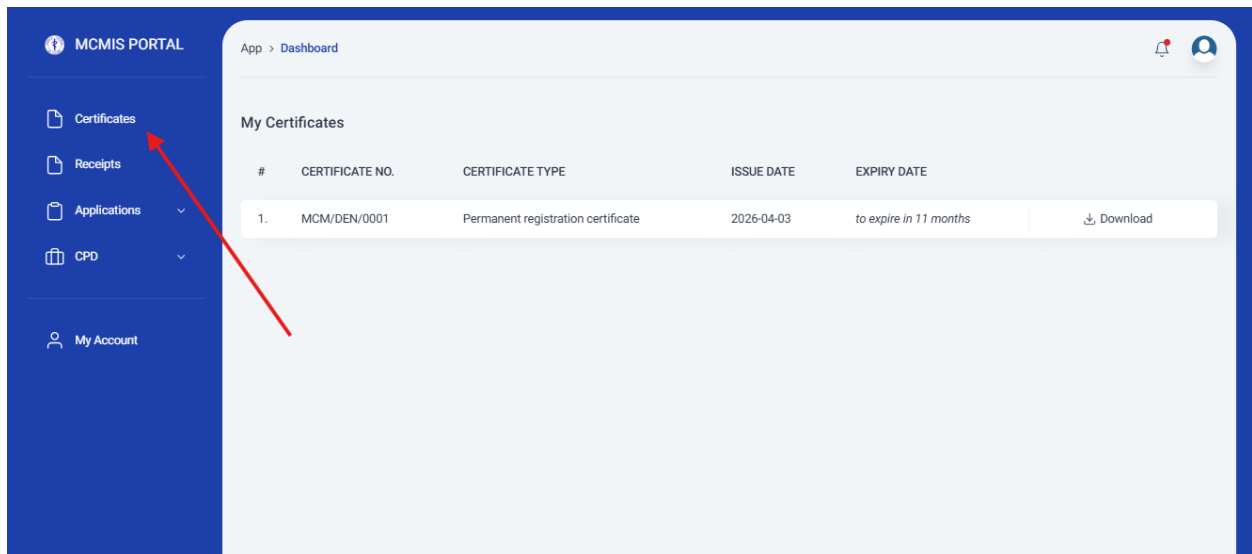


## Step 19: Download Certificate

1. Log in to your account.
2. Navigate to Certificates.
3. Download your certificate. Please note that the final certificate will need to be embossed by the MCM. Therefore, you shall get a copy of the final certificate from MCM. The one accessed through MCMIS shall be valid only after embossing by MCM.

Check the following details:

- Registration Number
- Registration Type
- Date of Registration
- Next Renewal Date



## 5. Support and Contact Information

For assistance, please contact:

### Medical Council of Malawi – IT Department

**Name:** Symon Kumwenda

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**Phone:** +265 996 778 795

### Medical Council of Malawi – Registrations Officer

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For more information, visit the **Medical Council of Malawi** official website.

**Website:** [www.medcouncilmw.com](http://www.medcouncilmw.com)