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

Step1: Select a Supplementary Language Class

Supplementary Language Class I:

Step 2: Put your name and student number on the Sign-up Sheet before the class starts and use your student ID card to log in attendance time.

Step 3: Swipe your student ID Card over E-timecard system reader when you finish the class/practice.

Step 4: E-Timecard System receives entering and class/practice finishing time and converts them into study hours.

Step 5: MTC students can look up their studying hours with their student ID number and password on My MTC.

Step 6: Your teacher will track and record your studying hours on E-Timecard system at the end of each month.

Supplementary Language Class II:

Step 2: Use your Student ID Card to log in E-Timecard system before attending a class/practice.

Step 7: Required documents for Visa extension Application - Record of Attendance (Supplementary Language Class Hours included), and certificate of enrollment.