

REGIONAL MARITIME UNIVERSITY

FACULTY OF MARITIME STUDIES

MARITIME SAFETY & SECURITY CENTRE (MSSC)

PROCEDURE FOR ONLINE RENEWAL OF SHORT COURSE CERTIFICATES

CATEGORIES OF SEAFARERS QUALIFIED FOR ON-LINE RENEWAL / REPLACEMENT OF CERTIFICATES

1. Those whose Certificates were issued within the last five (5) years, with evidence of entries in discharge book.
2. Those whose Certificates were issued more than five (5) years ago with evidence of entries in the discharge book.

PROCEDURE FOR SEAFARER:

- Scan your documents in advance (usage of Adobe Scan App recommended);
- Access the RMU website (www.rmu.edu.gh);
- Click on the **Short Courses Renewal** portal on the website;
- Fill out the Personal Information segment;
- Select Courses for which Certificates are to be renewed;
- Upload the following:
 - All Short Course **Certificates** intended to be renewed;
 - Bio-data page and the last two (2) pages of the stamped section of your **Discharge Book**. If you encounter difficulty in uploading the documents, you may send the documents via email attachment to: registrar@rmu.edu.gh and copy hod.mssc@rmu.edu.gh, william.wicketts@rmu.edu.gh;
 - Passport picture (Coloured and with a white background);
- Enter your name again, click **SUBMIT**.
- After the Certificates have been validated, an **invoice** (which contains the Bank details of RMU) shall be sent to you by RMU Accounts Directorate. Pls, note that **Bank charges** will be borne by the student;
- After the payment of fees, Scan the bank payment slip and submit via email to: (finance@rmu.edu.gh and hod.mssc@rmu.edu.gh and william.wicketts@rmu.edu.gh);
- A link from the HOD(MSSC) for online interaction shall then be sent to you;
- After the online interaction, your new Certificates would be worked upon;
- The renewed / replaced Certificates would be scanned and sent to Seafarer via email.
- Seafarer will initiate the process of the posting of his/her documents via DHL, from his/her locality.



CAPT. WILLIAM WRICKETTS

Ag. HOD(MSSC)