

REGIONAL MARITIME UNIVERSITY

FACULTY OF MARITIME STUDIES

MARITIME SAFETY & SECURITY CENTRE (MSSC)

PROCEDURE FOR FRESH COURSE REGISTRATION AND FOR ONLINE RENEWAL OF SHORT COURSE CERTIFICATES

1. The Term “**INITIAL APPLICATION**” means the Seafarer wants to book for **ATTENDING** the Course(s), later on – otherwise known as ADVANCE BOOKING;
2. To do so, he/she must, first, refer to the uploaded Approved Time-Table for Short Courses, and indicate in subsequent interaction with Office Staff, the appropriate date(s) for attending the selected Course(s);
3. The Term “**RENEWAL**” means the Seafarer wants the **ONLINE RENEWAL** of his/her expired or soon-to-expire Certificate(s);
4. Certificates which can be renewed online are those which were issued within the last five (5) years, or those which were issued more than five (5) years ago; all, with the Seafarer uploading evidence of entries in the discharge book, clearly showing that they had been working within the last five (5) years.

PROCEDURE TO BE FOLLOWED BY SEAFARER:

- Access the RMU website (www.rmu.edu.gh);
- Click on the **Short Courses Renewal** portal on the website;
- Click on either “**INITIAL APPLICATION**” or “**RENEWAL**” as explained above;
- Fill out the Personal Information segment;
- Select Courses to **attend** or for which Certificates are to be **renewed**;
- To renew Certificate(s), upload scanned copies of the following documents (usage of Adobe Scan App is recommended):
 - All Short Course Certificates intended to be renewed;
 - Bio-data and stamped pages of Discharge Book, as explained above;
 - Passport picture (Coloured and with a white background);
- Enter name again, click **SUBMIT**, and wait for a reply from the MSSC Office Staff;
- For “**INITIAL APPLICANTS**,” they will be contacted to indicate which particular day they would like to start the selected Course, after which, they would be booked for that Course;
- Subsequently, an invoice from RMU Accounts Directorate shall be sent to the Applicant, as well as a link from the HoD(MSSC) for online interaction. WhatsApp communication has also proven very effective, in the past;
- After the payment of fees, the Applicant Shall Scan the bank payment slip and upload it on the platform, keeping all the Team members in copy;
- If payment is done on behalf of the Applicant, then the payment slip must be sent to him/her, for the uploading of same, on the platform;
- Once, Certificates have been printed, they would be scanned and sent to Seafarer via email.
- Seafarer Shall initiate the process of the posting of his/her documents via DHL or some other means, from his/her locality.



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Ag. HOD(MSSC)