

Course Application / Booking Form

OOW Unlimited CoC, STCW II/1 & CM Unlimited CoC, STCW II/2

Rotterdam Road  
Lowestoft  
Suffolk  
NR32 2PJ  
Tel: +44 (0) 1502 525075  
Email: [maritime@eastcoast.ac.uk](mailto:maritime@eastcoast.ac.uk)

<b>Staff Use Only</b>
Learner Ref:

Applicant Photo
Please Click to upload your photo

Course Applied For (Please Select)

First Choice:

Second Choice

Application Date:

Please complete all sections in full in **BLOCK CAPITALS**

SECTION 1 – PERSONAL DETAILS			
Please provide your full name as found on your birth/marriage certificate or passport			
Title:			
Forename/First Name:			
Middle Names:			
Surname/Family Name:			
Date of Birth:			
Mobile Number:			
Personal Email Address:			
Nationality:			
Passport No:		Passport place of issue:	
Passport issue date:		Passport expiry date:	
Discharge Book No:		Discharge Book issuing authority	
Discharge Book issue date:		Discharge Book expiry date:	
National Insurance No:			
Do you have a learning difficulty/disability?	No	Yes	

Please provide your home address:

Address:	
Town:	
County:	
Country:	
Postcode:	

SECTION 2 – TO BE COMPLETED BY ALL INTERNATIONAL LEARNERS

What is your current occupation?	
Why have you chosen to study in the UK?	
Have you previously studied in the UK? YES NO	
If yes, please provide full details and send copies of previous Tier 4/Study visas	
Why have you chosen to apply to East Coast College?	
Have you ever been refused a UK visa or UK visa extension? YES NO	
If yes, please provide details of when and under what circumstances.	
How do you plan to fund your course fees and living costs in the UK?	
What do you intend to do once you have completed the course?	
How have you heard about the Courses at ECC?	

SECTION 3– Please list below any relevant qualifications (including level) you have achieved, together with any short courses you have attended and forward copies of all with your application

Certificate / document Held	Issuing Authority	Certificate / document No.	Date of Issue
Personal Survival Techniques (STCW table A-VI/1-1) *			
Fire Prevention and Fire Fighting (STCW table A-VI/1-2) *			
Elementary First Aid (STCW table A-VI/1-3) *			
Personal Safety and Social Responsibility (STCW table A-VI/1-4) *			
Proficiency in Survival Craft and Rescue Boats (STCW table A-VI/2-1) **			
Advanced Fire Fighting table (STCW table A-VI/3) **			
Medical First Aid (STCW table A-VI/4-1) **			
Medical Care (STCW table A-VI/4-2) **			
Navigation Aids and Equipment Simulator Training Operational Level (NAEST O) ***			
Navigation Aids and Equipment Simulator Training Management Level (NAEST M) ***			
Efficient Deck Hand (EDH)***			
Human Element Leadership and Management Operational Level (HELM O) ***			
Human Element Leadership and Management. Management Level (HELM M) ***			
GMDSS General Operator's Certificate (GOC) (STCW table A-IV/2) ****			
OOW unlimited, (STCW) Regulation (II/1), Certificate of Competency			
A valid ENG1 (medical fitness certificate) or accepted equivalent			

\* -The MCA will accept certificates issued under the authority of any IMO 'White List' country.  
 \*\* - The MCA will accept certificates issued under the authority of any EU Member State, as well as Canada, New Zealand and South Africa.  
 \*\*\* - Certificates must be MCA-approved.  
 \*\*\*\* - The MCA will accept certificates issued under the authority of any EU Member State and those listed on the approved list available from:  
[List of countries accepted towards issuing a UK FSE](#)  
 for accepted medical certificate please visit:  
[MSN 1815 Amendment 4 Equivalent medical certificates](#)  
 MCA approved doctors for overseas:  
[MCA approved doctors for overseas](#)  
 MCA approved doctors UK based  
[MCA approved doctors UK based](#)

Please add any other relevant qualifications			

**SECTION 4 - Record of sea service declaration for course entry**

You will be required to submit documentary evidence of seagoing service to the MCA for issuing [Notice of Eligibility \(NOE\)](#).

Proof of seagoing service must be documented by either Merchant Navy discharge book entries or certificates of discharge.

Entries must be supported by testimonials from the Master.

Please refer to [MSN 1856 \(M+F\) - Amendment 1](#) for specimen testimonials.

OOW:

- 36 months seagoing service with 6 months engaged in bridge watchkeeping duties
- If you have been working as a General Purpose (GP) rating you must demonstrate 48 months' seagoing service

CHIEF MATES:

- Have completed 12 months watchkeeping service while holding an OOW unlimited, II/1, Certificate of Competency

What capacity are you currently serving at sea? :							
Ship Name	GT	Rank / Capacity	Ship Type	Date From	Date to	DURATION	
						Months	Days

SECTION 5 – Documentation check list before forwarding to College (Please tick)	
Completed booking form	
Proof of £1000 Seat Reservation payment	
Copy of Passport- including copies of any previous Student Visas	
Completed Sea Service Declaration Form	
Copy of full Discharge Book	
Copy of your Certificate of Competency (if applicable)	
Copy of IELTS for UKVI Certificate evidencing required levels of English.	
Copies of all your certificates listed above (section 3) (if applicable)	
Copy of your Notice of Eligibility (NOE) (if present)	
Seagoing Service Testimonial for Maritime and Coastguard Agency. <i>Please refer to MSN 1856 (M+F) for specimen testimonials.</i>	

Guidance notes
<p>If you would like to be considered for this course please complete and return this course booking form (with photograph attached). Please include all Items listed in SECTION 5 above.</p> <p><b>English Language</b> Evidence of English Language ability at Level B1 of the CEFR. You will need to sit a UKVI test (IELTS Academic for UK Visas and Immigration test) - (not life skills). Please ensure that this test includes ALL FOUR COMPONENTS – Listening, Reading, Speaking and Writing. You will need to achieve a minimum level 4.0 in the test with no component below level 4.0.</p> <p><b>NOE</b> Your NOE will be issued once you have met all the requirements detailed on the application form of your intended exam. The NOE will allow you to book an oral examination at an MCA Marine Office and provide you with a list of any outstanding documents that you will need to submit prior to the issue of your Certificate of Competency. You must submit evidence of meeting all the criteria applicable to the Certificate for Competency you are applying for, so, always cross reference your NOE requirements with the relevant sections on the website. At least 6 months of the qualifying seagoing service must have been performed within the 5 years immediately preceding the issue of an NOE. It is advisable to apply for your NOE before you commence the course, for further information please visit: <a href="http://www.gov.uk">How to apply for a UK Certificate of Competency - GOV.UK (www.gov.uk)</a></p> <p><b>Eligibility</b> General: it is the responsibility of candidates to ensure that they comply with requirements governing entry to courses and examinations before embarking on a course of study. For further information please visit: <a href="http://www.gov.uk">MSN 1856 (M+F) - Amendment 1 - UK Requirements for Master and Deck Officers - GOV.UK (www.gov.uk)</a> If you have any queries regarding your eligibility, please contact the Maritime and Coastguard Agency</p>

### What happens after I apply?

Provided you have met the requirements for the course, you will be invited to attend a pre-Confirmation of Acceptance for Studies (CAS) interview to determine your eligibility for a CAS.

Successful candidates will be required to pay a CAS deposit before we can provide you with a (CAS), to apply for your entry visa to the United Kingdom.

Any remaining course fees will be payable on (or before) enrolment at East Coast College.

### Course Fees:

The course fee for OOW Unlimited CoC, STCW II/1 is £7,500\* and the following are included:

- Advanced Certificate in Nautical Science
- Scottish Qualifications Authority (SQA) Registration Fee
- MCA/SQA Written Navigation & Stability Safety Papers Examination Fee – (1st attempt only)
- GMDSS General Operator's Certificate (GOC) and Examination Fee (1st attempt only)
- Efficient Deck Hand (EDH)
- Human Element Leadership and Management Operational Level (HELM O)
- Navigation Aids and Equipment Simulator Training Operational Level (NAEST O)
- Signals exam

\*Fees subject to annual increase

The course fee for CM Unlimited CoC, STCW II/2 is £8,500\*\* and the following are included:

- Advanced Diploma in Nautical Science
- Scottish Qualifications Authority (SQA) Registration Fee
- MCA/SQA Written Navigation & Stability Safety Papers Examination Fee – (1st attempt only)
- Human Element Leadership and Management (Management Level) (HELM M)
- Navigation Aids and Equipment Simulator Training Management Level (NAEST M)
- Competence in medical care (STCW table A-VI/4-2)

\*\*Fees subject to annual increase

### Visa application

You must meet all Student visa requirements and be able to provide evidence in the required format in order to make a successful application.

Further guidance is available on the University of Suffolk website:

[Student visa : Overview - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

You will need to apply for a student visa on-line.

[Student visa : Apply - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Further information and guidance on Visas and Immigration available on the university website.

[Visas and Immigration | University of Suffolk \(uos.ac.uk\)](http://uos.ac.uk)

TERMS AND CONDITIONS

- A £1000 application fee is payable at the time of applying and applications submitted without this will not be processed. The application fee will be deducted from the total fee once your application is approved and is refundable to non-successful applicants.

- Payment should be transferred direct to:

Account name:	East Coast College
Bank:	Lloyds
Branch Address:	47 London Road North, Lowestoft, Suffolk, NR32 1BL
Sort code:	30 95 24
Account Number:	01732928
IBAN:	GB59 LOYD 3095 2401 7329 28
SWIFTBIC:	LOYDGB21315

**Please ensure that you include a reference of your name and chosen course.**

- Deposits/payments may be carried forward for a maximum period of 2 years which commences at the start date of your initial course booked.
- All payments are strictly non-refundable but transferable to a later date.
- £1000 deposit payments will only be refundable on an unsuccessful pre-CAS interview.
- You have the right to cancel or withdraw your booking within 14 days of your booking confirmation email. Please contact the Administration Team +44(0)1502 525075 or email maritime@eastcoast.ac.uk including your full name, your date of birth and the course you have booked for.
- Requests to defer to a later date must be received before a CAS is issued and the start date of the course.
- Students who request to transfer to a later course date and already have an unused CAS will incur a £55 administration fee; this must be paid prior to you receiving another CAS.
- It is essential that you keep the College updated on a regular basis with regards to your visa application. Once the outcome is received you are required to send a copy of the visa or refusal documentation to us.
- Transfer requests received following a visa refusal will be assessed on an individual basis.
- Students who have been granted a visa must enrol within 2 weeks of the start date of the course. Students who fail to enrol within the 2 weeks deadline will forfeit the entire payment made to the College and be reported to the UKVI.
- If using an agent, you are required to advise us in writing if you wish to change agent during the course of your application.
- Tuition fees quoted are subject to change in the years following your initial enrolment. Should it be necessary for you to repeat the year or re-sit an exam in a different year, the University reserves the right to apply the rate applicable for new enrolling students in that academic year.
- Failure to comply with the University regulations and policies (including but not limited to the University's academic engagement requirements and the policy for monitoring overseas students) may lead to your withdrawal from the University.
- Whilst the University makes every effort to ensure that information provided is accurate and up to date at the time of publication, it can accept no responsibility for any errors or omissions of course details and any other information

**IMPORTANT NOTE**

*Visas refused on grounds of false representation or documentation will result in students forfeiting their entire payment to the College and no further sponsorship will be provided for future courses.*

Declaration

I confirm that the information given on this form is true, complete and accurate, no information requested or other material information has been omitted. I agree that I have read the accompanying information on the section pages. I undertake to be bound by the terms set out in the application form and application notes and I give consent to East Coast College to process the data I have supplied. I accept that if I do not fully comply with these requirements the College will have the right to cancel any application and that I shall have no claim against the College with regard to this.

**How information about you will be used:**

By supplying your personal information in this application form, you agree to the following:

- The College will collect your data, or data you are providing on behalf of a data subject (e.g., agents acting on behalf of an applicant) for the purposes of processing the application in accordance to our privacy notice. Data will be retained in accordance with our records retention policy.
- The College may, when necessary, securely share a limited amount of personal data with third parties in order to verify the information you have provided. These third parties may include:
  - ✦ UK Visas and Immigration, regarding statutory information required for a UK visa
  - ✦ English Language test providers, to verify results
  - ✦ UK National Recognition Information Centre (NARIC)
  - ✦ Your nominated referees
  - ✦ Your previous institution, to verify grades
  - ✦ Agents, if they are specified as the agent on your application form

For further information on how we use your information, and your rights under the Act, please read information on data protection.

Please read our Admissions Policy for additional information.

I declare that I understand the statement regarding the use by the University of my personal data. I further declare that the information on this form is correct to the best of my knowledge. I understand that if I have been found to have deliberately and seriously misled the University about the details on this form I could be asked to withdraw from my course.?

Signed		Date	
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Please return completed applications to:

Maritime Office, East Coast College, Rotterdam Road, Lowestoft, Suffolk, NR32 2PJ, UK

or email to:

maritime@eastcoast.ac.uk