

**GENERAL GUIDELINES FOR FILLING UP  
OF THE COURSE COMPLETION  
CERTIFICATE (ONLINE APPLICATION  
FORM)**

**HOW TO APPLY:**

- a. Candidates must fill up and submit Online Application Form through the website <https://kmsme.cusat.ac.in/>
- b. Candidates should ensure that all fields are filled in correctly

**GUIDELINES:**

1. Note before proceeding you should have filled all the requisite fields on the online application i.e.personal information, contact information&service details etc.
2. The candidate shall also be required to upload the images of recent photograph and name the file with your name.  
For eg: **Name of the candidate.jpg**
3. Size of the photograph(passport size)must be **80kb in\*.jpeg or\*.jpg** only.
4. The dimension of the photograph(passport size)must be **785 pixels in width and 1056 pixels in height.**
5. Once the candidate is satisfied about the filled in details, then, he or she may click on “*Print Application*” button, a window will open with the details filled in which he or she can print.
6. Note that the Online Application Form once submitted cannot be edited.
7. **Fee payment instructions** are as follows:

**Fee for applying Course completion certificate:Rs.2000**

- a. Goto"onlinesbi.com"->select"SBcollect"and proceed after accepting the conditions
- b. State of institution->select "Kerala".
- c. Type of institution->select "Educational Institutions"
- d. Then select Educational Institutions name as" Kunjali MarakkarSchool of Marine Engineering" and submit
- e. Payment category "**OTHERFEE**"

Fill all the details and submit and make payment through net banking. Those who do not have net banking facility can remit the fees by selecting "SBI Branch" from other mode of payments" and print the Challan and pay cash at any SBI branch by submitting the "Challan" along with fee.

8. Hard copy of the Online Application form (having fee details) along with other requisite documents are to be submitted in the office at the time of scrutiny.

Before Proceeding...

**NOTE:**

1. All candidates should apply for their Course Completion Certificate through above procedure only. Other modes of applications or incomplete applications will be rejected.
2. The applicants are advised to fill in all their particulars in the online application carefully. Submission of wrong information may lead to rejection of online application form.
3. Copies of documents to be submitted to KMSME for verification:
  - a) Printout of duly filled in application form
  - b) Passport
  - c) Relevant pages of CDC
  - d) Updated print out of Seafarer's Profile(Update section on PreSea,STCW&Sea going Service)
  - e) Degree Certificate
  - f) Seetime Certificates from Ship
  - g) Company letter showing sea service
  - h) On-board Tar Book- copy of pages 3 & 22
  - i) Boiler course certificate (if applicable)
  - j) Copy of Contract letter(s)
  - k) E receipt for SB collect payment

Onboard TAR book (Part 1 & Part 2(if applicable)) along with the Sea time certificates, Passport and CDC, all in original must be produced to KMSME at the time of Assessment.