

**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 columns should be 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. Go to "onlinesbi.com" -> select "SB collect" 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 Marakkar School of Marine Engineering" and submit
- e. Payment category "**OTHER FEE**"

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.

**NOTE:**

1. All candidates should apply for their Course Completion Certificate through above procedure only. No other mode of application or incomplete application would 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. Documents to be produced for verification (original and copy):

- a) Degree Certificate from CUSAT
- b) Passport
- c) CDC
- d) Sea time Certificates issued onboard
- e) Onboard Tar Book
- f) Updated printout of Seafarer's Profile (Update section on PreSea, STCW & Sea going Service)