

COURSE ENROLMENT & CERTIFICATE APPLICATION FORM

To avoid delays please complete this form as fully as possible, electronically or by hand using BLOCK CAPITAL letters

1. Course Name:

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2. About You

Title and Full Name (as it appears in your passport):		Nationality:	
Date of Birth (DD/MM/YYYY):		Contact Telephone Number (inc. country code):	
Email Address:			

3. STCW Qualification

Do you hold a Certificate of Competency (CoC)?	Yes or No	If 'No' go to section 4	
Certificate Type:		Certificate Number:	
Place of Issue:		Date of Issue:	

4. Your Employment

Name of Present Employer:		Date of Joining:	
Present rank or position:		Telephone No. (inc. country code):	
Is this company paying for your course/certificate?	Yes or No	Company Contact Person:	
Company Email address:			

5. Billing Information

Company or person paying for this course:	
Billing Address of person or company paying for this course: (inc zip code & country)	
Billing Email Address:	

6. Shipping Address for your Certificate

Please provide the name and address of the person / company you would like your course certificate to be posted to. If this section is left blank, an electronic certificate will be issued only.	
Full Name and Address (inc zip code & country) of the person and/or company your course certificate should be sent to:	

7. Sea Service

Complete the table below if you are completing one of these courses: **(STCW) Advanced Tanker Training, (STCW) Shipboard Security Officer, (STCW) Polar Code Basic Training, Safety Officer, LNG SIGTTO or ECDIS.**

Enter below the minimum sea service required for your course, starting with your most recent voyage on the first row.									
Ship's Name	Official Number	Flag	Gross Tonnage	Type of Ship	Rank onboard	Date of Joining DD/MM/YY	Date of Leaving DD/MM/YY	Sea time	
								months	Days ¹
Please use a separate sheet if more entries are needed						TOTAL:			

¹ When totalling odd days, work on the basis that 30 days = 1 month. Evidence of the above sea service will need to be submitted.

8. Declaration by You

- I declare that the information I have provided in this form is true, accurate and to the best of my knowledge.
- I hereby agree to the KVH Videotel 'Terms of Business for the Supply of Maritime Training Courses' and authorise KVH Videotel to use the information I provide to verify my identity and authenticity of my work.
- I declare that any test, assignment or other work that I complete and submit has been or will be completed solely by me.
- I understand that I must not allow my work to be copied or plagiarised by others in any way. I understand that any false statements, information or fraudulent activity may result in my dismissal from the course and withdrawal or withholding of a course certificate with no refund of fees payable.
- I further understand that I may be reported to the relevant maritime authorities who may conduct their own investigation and take their own action against me.

Candidate's Signature: _____
Date: _____

Place an 'X' in the box if you would like to receive information on maritime training courses and promotional material from KVH Videotel:

9. Authentication

To obtain a course certificate from KVH Videotel, an authenticating person must attest that you have completed the final course test under their direct supervision. Authenticating persons are:

- ✓ the Master or Chief Engineer onboard ship **or**
- ✓ a senior representative of a registered shipping company or recognised maritime institution onshore²

² Note that some courses must be authenticated onboard ship for certificate endorsement by some Flag States. See the course flyer or contact us for further information.

a. Declaration by Authenticating Person

I confirm I have directly supervised the candidate named in Section 2 of this Form complete the final test of the course named in Section 1. I have completed the authentication table provided on the final test print-out for the course and agree to be contacted by KVH Videotel should the authentication I hereby provide need verifying.

Authenticating Person's Signature: _____
Print Name: _____ Date: _____

Ship or Company Stamp here

Advanced Level Courses Only

The table below only needs to be completed by an authenticating person where the candidate has followed an advanced level course which requires the completion of written assignments and written module tests. Standard level courses, featuring onscreen tests only do not require the table below to be completed.

b. Declaration by Authenticating Person(s)

I confirm I have directly supervised the candidate named in Section 2 of this Form complete the module assignments and/or test(s) noted in the final column of the table below. I confirm that written assignments and module tests for the course named in Section 1 have, to the best of my knowledge, been completed solely by the candidate.

Full Name of Authenticating Person	Rank or Position	Signature	Grade and Number of Certificate of Competency	Date of issue & place of issue of CoC	Ship or place where candidate was supervised	Ship or Company Official Stamp* (*required)	Module assignment or test supervised? (state below)