

ANNEX II

APPLICATION FOR ACCREDITATION AND REACCREDITATION FOR INSTRUCTORS, TRAINING COURSE ASSESSOR AND COMPETENCY ASSESSOR

How to register at SAM-IS

1. Go to MARINA Automated System website at https://_____
2. Click "Register new account"
3. Fill in the required information on the template shown on the screen
4. Click the "I accept the term and conditions"
5. Click the "Register" button. This message will appear on your screen "You have successfully registered in our system. Please check your email to activate your account"
6. Check your registered email address and open the link sent by the administration to verify and activate the MARINA Automated System account
7. Upon signing-in to your MARINA Automated System Account, fill-up your "Personal Information" and then E click "Save Changes".

For New Applicant as Instructor, Training Course Assessor or Competency Assessor

1. Go to MARINA Automated System website at <https://----->
2. Click "Sign in" and enter your log in credentials (email and password)
3. Click "application"
4. Click your desired option for application
 - a) New applicant
 - b) For renewal of accreditation
5. Choose and click one (1) desired ATC (for multiple application, at the end of first application, click "make another application")
6. Upload the required documents based on the selected ATC
7. Click "Submit" (Note: Once submitted, your documents will be subjected for online verification to be conducted by the STCW Office)
8. Wait for an email and SMS for the status of your application (Accepted or Rejected)
9. If "accepted", payment portal will appear then click "proceed"
10. If "Rejected", re-check your uploaded documents and comply the deficiency (Note: the applicant will have received an email and SMS indicating therein the deficiency/ies)
11. Pay your transaction to the authorized payment partner
12. Wait for the email and SMS confirmation that your payment was successfully made
13. Choose the time, date and MARINA Office of your appointment for personal appearance.
14. The system will provide you your appointment details.
15. Proceed to your chosen MARINA Office for personal appearance and bring all the original documents for final evaluation.
16. Wait for your Certificate of Accreditation to be released.

For Renewal of Accreditation

1. Go to MARINA Automated System website at <https://----->
2. Click “Sign in” and enter your log in credentials (email and password)
3. Click “application”
4. Click your desired option for application
 - a) New applicant
 - b) For renewal of accreditation
5. Choose and click one (1) desired ATC (for multiple application, at the end of first application, click “make another application”)
6. Upload the required documents based on the selected ATC
7. Click “Submit” (Note: Once submitted, your documents will be subjected for online verification to be conducted by the STCW Office)
8. Wait for an email and SMS for the status of your application (Accepted or Rejected)
9. If “accepted”, payment portal will appear then click “proceed”
10. If “Rejected”, re-check your uploaded documents and comply the deficiency (Note: the applicant will have received an email and SMS indicating therein the deficiency/ies)
11. Pay your transaction to the authorized payment partner
12. Wait for the email and SMS confirmation that your payment was successfully made
13. Choose the time, date and MARINA Office of your appointment for personal appearance.
14. The system will provide you your appointment details.
15. Proceed to your chosen MARINA Office for personal appearance and bring all the original documents for final evaluation.
16. Wait for your Certificate of Accreditation to be released.