

MARITIME ACADEMY OF NIGERIA, ORON



DIRECTORATE OF CONSULTANCY SERVICES

GUIDANCE ON APPLICATION FOR SHORT COURSES

The steps to follow in applying for a space in any of the short courses are as follows:

- i) Pay the approved course(s) fee(s) into the Academy's TSA Account following the Procedure for Payment of Short Courses Fees.
- ii) Submit the e-receipt generated after payment to the Cashier in the Academy's Bursary or Account Officer at the MANCONSULTS Study Centres at Lagos Liaison Office, Port Harcourt, Calabar and Abuja (at the addresses provided hereunder) for conversion to receipt and;
- iii) Complete an application form before being booked for the course(s) on first-come-first-served basis.
- iv) Report for registration for the course paid for by 8:00 AM on the date of commencement of the course and at the location specified.

N/B: Reputable companies may book for the training of their candidates by correspondence with the Courses Coordinators and/or Director of Consultancy Services (MANCONSULTS) and submission of documentary promise for payment

DIRECTORATE OF CONSULTANCY SERVICES (MANCONSULTS)

SHORT COURSES JOINING REQUIREMENTS

1. The following items/documents are required by candidates for registration into any of the short courses in the Directorate of Consultancy Services.
 - i) Photo Identification Document (National Identity Card, Driving Licence, International Passport, Seaman's Discharge Book, Sponsoring Company ID Card)
 - ii) Passport-size photographs
 - a. 2 No. passport-size photograph: 3.6cm x 3.6cm
 - b. 1 No. passport-size photograph: 2.3cm x 2.3cm
 - iii) The Original copy and one of the requisite basic certificate(s) in the case of advanced courses.

2. The specific course **Joining Information** contains additional information on location of the Academy, travel, course approval, the aim and objectives of the course, medical declaration, assessment, certification, etc.

N/B: Registration commences from 8:00AM and ends at 9:00AM on the first day of the course. Any candidate that is not seen at 9:30AM for registration on the first day of the course forfeits his space on that week's course. Administrative charges may apply to a missed course(s).

DIRECTORATE OF CONSULTANCY SERVICES (MANCONSULTS)

REFRESHER SHORT COURSES JOINING REQUIREMENTS

1. The following items/documents are required by candidates for registration into Refresher short courses.
 - i) Photo Identification Document (National Identity Card, Driving Licence, International Passport, Seaman's Discharge Book, Sponsoring Company ID Card)
 - ii) Passport-size photographs
 - a. 2 No. passport-size photograph: 3.6cm x 3.6cm
 - b. 1 No. passport-size photograph: 2.3cm x 2.3cm
 - iii) The Original and one photocopy of the Expired short course certificate.
2. Refresher STCW Basic Training candidates are required to join on the first day with a pair of short swim-pant for Personal Survival Techniques drills.

N/B: Registration commences from 8:00AM and ends at 9:00AM on the first day of the course. Any candidate that is not seen at 9:30AM for registration on the first day of the course forfeits his space on that week's course. Administrative charges may apply to a missed course(s).

Contacts for Further Enquiries

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| 1. Mr. Collins Anyanwu (Asst. Coordinator of Short Courses) | – 08035527463 |
| 2. Mr. Adebawale Babalola (Maritime Safety Dept.) | – 08093142365 |
| 3. Mr. Kenneth Ikpeme – (Short Courses Dept.) | - 08034559295 |

Signed
Director of Consultancy Services

ADDRESSES FOR FURTHER ENQUIRIES

Maritime Academy of Nigeria
College Road
Oron
Akwa Ibom State

Maritime Academy of Nigeria
Port Harcourt Study Centre
106 Woji Road,
GRA Phase 2
Port Harcourt

Maritime Academy of Nigeria
Calabar Study Centre
Plot 134 Asari Eso Layout
Off MCC Road
Calabar

Abuja Liaison Office
A3 Biskra Street
Ibrahim Abacha Estate
Zone 4, Abuja

Lagos Liaison Office
Outer Mariner
CMS Bus Stop
Lagos

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Dr. Kevin Okonna
Director of Consultancy Services