

TRAINING/ STUDY REQUEST FORM



[Company]

Date:

Please complete the below table with regards to Students being sent to Cape Town to attend Maritime Studies/ STCW courses/ Medicals

☆ *Copy of current passport and visa (if still valid) to be emailed with this completed form to seatrains@iafrica.com*

Rank	SURNAME	NAME	DOB	Passport #	Date Student Avail to Travel	Course/ Study to be Undertaken <i>(Medicals & Revalidations to be incl)</i>	Course Dates <i>(to be completed by Seatrain)</i>

X

Client Training Officer
Sign & Print Name

X

H Bodenham (Snr Operations Officer)
Seatrain

- Please add in any additional information which may be helpful, eg certificates which need to be revalidated.
- Medicals to be done?
- **Please advise if Allowance is to be paid to the student(s) while they are on course in Cape Town and what this covers (ie transport, lunch, dinner, personal purchases etc).**
- **Confirm amount of allowance and if this allowance will be paid before departing country of origin or if Seatrain is to pay the allowance on the Company's behalf.**
- **Please advise if allowance was NOT given to student before departure so we can make appropriate arrangements on arrival.**

NOTE: This form will be taken as your official request to start the required actions applicable to requirements indicated above



The following documents are required for every single student coming to Cape Town:

- 1) Training request form
- 2) Copy of current passport with at least 6 months validity AFTER end date of visa applied for
- 3) Parental consent to study letter if student is under 21 years of age
- 4) Police clearance certificate – Angolan if visa extension is to be applied for in South Africa
- 5) Angolan scholastic results – AUTHENTICATED if going to study at University (ie CPUT)
- 6) Yellow Fever Vaccination Booklet
- 7) Copy of visa issued to student
- 8) Copy of ETKT / flight details

After Arrival in Cape Town:

- 9) Copy of Passport Entry Stamp and exit date
- 10) Copy of current Angolan Police Clearance Certificate
- 11) Copy of Yellow Fever Vaccination Booklet
- 12) Copy of Scholastic Results (authenticated at Consulate if attending CPUT or DUT)

On another note:

- 1) If a student is coming to revalidate STCW certificates or apply to do an Oral Exam – the student needs to bring all the correct certificates/ documents as they will be refused entry into the course or from applying for the CoC if they cannot prove that they are in fact qualified to be attending the course/ oral exam.
- 2) Please do not send Training Record books to us that are not properly completed. Use the check lists provided by SAMSA to ensure all sections are correctly signed off and that you have included all photographs and documentation required for the submission at SAMSA. Seatrain cannot assist if we do not have all the correct documentation. **ALL COPIES MUST BE CERTIFIED before sending to us.**

**Please use your checklists correctly to ensure a student has all the relevant items before he/ she departs for Cape Town.
It makes for a pleasant, stress-free trip for all concerned.**

If you have any queries please do not hesitate to contact us



NOTE: This form will be taken as your official request to start the required actions applicable to requirements indicated above

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10 June 2016

