

OBTO Department

"Requirements, Procedures, and Guidelines for BS Online Application"

Instructions:

Before you can proceed with the "**BS online process**" secure and prepare the following documentary requirements below;

Step 1: Scan each document from (A to L) then "**save**" in a ***Pdf format.***

- A. Student's **enrollment copy**
- B. **TOR** from *Completed Academic Instruction* (CCI)
- C. **2X2 picture** with uniform
- D. **Notarized (CS)** cadet sea service from vessel enrolled up to the latest vessel experience.
- E. **Evaluation**/Appraisal/Confidential form (accomplished)
- F. **Seafarer's Identification Record Book (SIRB)** from page 1, pages of your embarkation, and disembarkation from vessel ENROLLED up to the LATEST vessel experience.
- G. **Notarized Crew list** from embarkation up until disembarkation (*Domestic Ship only*)
- H. **Ship's Particulars** from the MARINA (*Domestic Ship only*)
- I. **POEA contract of employment** (*International Trade only*)
- J. **Cadet Agreement** (*Domestic Ship only*)
- K. **Passport** (front page and pages with stamps) for International trade
- L. **Letter of Endorsement/Master** (*starting March 2011 recognized*)
- M. **Daily Journal** (*minimum of 180 days*)
- N. **Sea projects on your TRB** (*Compiled*)
- O. **Training Record Book** (TRB) original
- P. **Type A** uniform (upper only)

Step 2: Save each document with its corresponding ***file name.***

Step 3: **Create** your Gmail account having this format (yourname@gmail.com)

Step 4: Send all scanned and saved documents from (A to L) at **obto.sec-metc@uc.edu.ph** for evaluation.

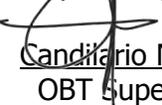
Step 5: TRB, Sea Projects, and Daily Journal is still subject to ***final evaluation onsite*** (don't scan yet).

Step 6: Once steps (1-3) have already been accomplished, ***wait for confirmation and approval online.***

Step 7: Once approved, an email is to be sent to your account for the "***BS online webinar***" schedule.

Thank you and God bless everyone!

Prepared by:


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