

## **EMTI Candidate Registration --- requirements, instructions and guidelines**

### **Pre---requisite requirements for applying for the program**

#### **All Applicants:**

Ethiopian male.

Not older than 25 years of age at commencement of programme/course.

Have a good command of both verbal and written English.

Be willing to sign a waiver of medical confidentiality.

#### **Post---Graduate Program:**

Proof of BSc degree in chosen field: Mechanical Engineering [for OOEW], or Electrical Engineering [for ETO]; or statement from University indicating that he is expected to graduate before the start of the programme.

#### **Deck Ratings Course:**

A qualification in civil engineering or a qualification which includes the subjects of Mathematics and Physics [proven by a certificate].

#### **Engine Room Ratings Course:**

At least a Level III vocational qualification [proven by a certificate] in the following occupational streams:

- General Mechanics;
- Automotive engine servicing
- Metals and engineering
- Mechanical production and manufacturing; or
- Electro---Mechanical production.

### **Entry stages and requirements for joining the EMTI training program**

Successful completion of the following stages:

#### **Stage 1 --- Screening process – phase 1**

Written entrance exam --- set by EMTI. Achieving minimum required grade to be invited to the interview phase.

Interview---acceptance to the program by EMTI interview panel.

## Stage 2 --- Signing of enrollment and guarantor agreements

Before a candidate and his guarantors can sign the enrollment agreements, the following conditions must be fulfilled:

### Documentation

- Recommendations and Reference from university – Showing the candidate has no disciplinary problems while in campus.
- Valid Kebele ID which expires at least six months after commencement of the programme/course.
- Passport if available.
- Proof of Affinity or Consanguinity relationship with the two family guarantors.
- Proof the candidate is not married/ if married signature and presence of the spouse is required.
- Letter from Federal Police on Clearance of Criminal Record.

### Consent

- Contractual consent to take **Predictive Assessments** – to be signed when signing enrollment and guarantor agreements.

### Three guarantors:

- Three guarantors for enrolling candidates, two of them should be family members, the third being Cadet Friend who should be jointly and severally liable.<sup>1</sup>
- Family relationship between the candidate and the guarantor should not be beyond third degree of relationship in consanguinity or affinity (i.e. Father, Mother, Brother, Sister, Grandmother, Grandfather, Uncle, Aunt and Cousins).
- At least one of the family guarantors:
  - ✎ Must produce evidence of ownership of Immovable property or automobile; or
  - ✎ Must demonstrate that he/she has a monthly gross income of 5,000 ETB.
  - ✎ At least one of the family guarantors must be of age between 18--50 years.

The Guarantor, before signing the guarantor agreement, MUST bring the following documents

**Renewed Valid Kebele ID (Original and Copy):** Make sure the identification is renewed (kebele ID is renewed every two years), has a seal of the issuing authority and contains relevant information such as the Name and address of the person.

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<sup>1</sup> To be signed after 1 month on the programme?

**Marriage Certificate (if the guarantor is married) (Original and Copy)** : If the guarantor is single make sure that the he/she brings a letter that he/she is currently single from the place that is stated as the issuing authority in his/her ID card. If the person is married make sure you get a copy of the marriage certificate.

**Agreement of the Spouse:** If the candidate and/or guarantor(s) are married, the spouse of the candidate/guarantor should come and sign in the enrollment/guarantor agreement at MLA.

**Statement on Guarantors Monthly Salary (for family guarantors only):** Make sure the person comes up with a letter from the place of employment stating that the person named in the letter is an employee of the organization as well as his monthly salary, position of the person, contact address of the employer, and the letter is duly stamped with the seal of the employing company. Also, cross---check whether the facts stated in the letter are true by contacting the employer.

**Title of Property:** Make sure the person brings the title deed (EMTI Document control Officer Checks the original for validity and deposits a copy of the title deed).

**PO BOX or C/O:** address that the person can be reached through.

- ✓ **Upon fulfillment of these requirements, please contact EMTI and schedule an appointment for you and your family guarantors to sign the enrollment and guarantor agreements.**

**Stage 3 --- Screening process -- phase 2**(will take place in Bahir Dar, **only after** signing enrollment and guarantor agreements<sup>2</sup>)

Basic safety training

Medical Examination, from EMTI authorized medical centers (in Addis Ababa or Bahir Dar only).

#### **EMTI contact details**

Address: Arada Sub city, Kebele 01/02, Churchil Road, Tracon Tower, 8<sup>th</sup> Floor.

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<sup>2</sup>At the end of Basic Safety Training