

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

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

### **All Applicants:**

- Ethiopian male
- Not older than 26 years of age at commencement of program/course
- Have a good command of both verbal and written English
- Be willing to APPLY for Federal Police Clearance

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

- Proof of BSc degree in Mechanical, Electromechanical, Manufacturing and Industrial Engineering.

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

Successful completion of the following stages:

### **Stage 1 - Screening process**

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
  - Valid Kebele ID which expires at least six months after commencement of the program/course.
  - Passport if existing.
  - Proof of Affinity or Consanguinity relationship with the two family guarantors.
  - Proof the candidate is not married. The proof/certificate showing the candidate is not married should be issued in the last six month, or else it should be renewed with a stamp of the issuing Kebele/Woreda. If married, signature, renewed ID and presence of the spouse is required.
- Contractual consent to take Predictive Assessments – to be signed when signing enrollment and guarantor agreements.
- Two guarantors:
  - Two guarantors for enrolling candidates, all of them should be family members,
  - 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.
  - **Marriage Certificate (if the guarantor is married) (Original and Copy) :**
    - If the guarantor is married, an original copy of the marriage certificate and signature, renewed ID and presence of the spouse is required.
    - If the guarantor is single, proof that he/she is not married. The proof/certificate showing the guarantor is not married should be issued in the last six month, or else it should be renewed with a stamp of the issuing Kebele/Woreda.
  - **Agreement of the Spouse:** If the candidate and/or guarantor(s) are married, the spouse of the candidate/guarantor should come with his/her valid ID as defined in the first bullet in this clause, and sign in the enrollment/guarantor agreement at one of EMTI's Offices.
  - **Statement on Guarantor Monthly Salary:** 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. The letter should also indicate that the employer will notify EMTI if the guarantor resigns. Also, cross-check whether the facts stated in the letter are true by contacting the employer. (See a template of the requested letter, also available to download on EMTI website)
  - **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 submit clear copies of all required documents to EMTI representative in BJR or ADD, where it will be more convenient for you and your guarantors to later attend for signing. After checking the documents submitted, EMTI representative will contact you and schedule an appointment for you and your family guarantors to sign the enrollment and guarantor agreements. To that meeting of signing, you all must attend physically and present all required original documents, otherwise, signing, and therefore joining the program, will not be possible.**

**Stage 3 - Medical Examination** (will take place in Addis Ababa **only** before signing enrollment and guarantor agreements) from EMTI authorized medical center in Addis Ababa.

**Stage 4 - Practical evaluation**

- Basic safety training

**EMTI contact details**

	<b>ADD</b>	<b>BJR</b>
Person of contact	Mrs. Maaza Amare	Bahir Dar University: Peda Campus, building #B155, Office of Administration and Personnel of Maritime Academy.
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**All candidates that successfully pass all stages will be invited to join the course at the Maritime academy. We wish you the best of luck in the enrollment process, and hope to see you soon as one of our cadets at the academy.**

**“Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover.”  
- Mark Twain**