

QD-NB-007/2026

Notice Valid from 12 May 2026 until Superseded

## INFORMATION FOR STUDENTS

Please be advised that all applicants wishing to attend any short course are required to complete online admission application and online enrolment forms prior to the commencement of classes.

### 1.0 ADMISSION

Kindly use link below to apply online for admission. This is for new students who do not have a FNU ID number.

<https://crm-student.fnu.ac.fj/RecruitNewWFE/Account/Create>

Ensure that you complete the online application and the application states that you have submitted your application with relevant documentation stated below (*in points 1.1 to 1.4*) upon completion.

- 1.1 Clear copy of Birth Certificate (*certified or original*)
- 1.2 Biodata page of Passport (*applicable for Regional/ International candidates*)
- 1.3 Clear copy of Joint Card/Tin Letter with valid photo ID (*applicable for local students. Ensure the joint card is valid*)
- 1.4 Clear copy of passport size photo.

Note: If you are an existing/ continuing student of FNU, you do not need to do the above process.

### 2.0 ENROLMENT

To access the course schedules and the online enrolment form, please use the link stated below:

<https://www.fnu.ac.fj/pacific-centre-for-maritime-studies/student-information/course-schedules/>

Once enrolment form is complete, please email the enrolment form with the relevant documents (*stated under Admission in points 1.1 to 1.4 above*) to the corresponding Administrator's email address provided in the course schedule.

Kindly note the following important requirements:

- 2.1 Enrolment must be completed 3 days before the course begins. Late enrolment will not be accepted once classes have started.
- 2.2 **Effective from 1st June 2026**, students who have fully paid the required fees and are on the class list will be **permitted** to attend classes.
- 2.3 Upon completion of the course, certificates **must be collected**. **In the event of any delay by PCMS in the issuance of certificates due to unforeseen circumstances, the respective Administrator will notify students of the dates for certificate collection.**

We kindly ask for your cooperation in adhering to these requirements to ensure smooth administration of all short courses.

For further enquiries, please email to [eo-pcms@fnu.ac.fj](mailto:eo-pcms@fnu.ac.fj)