

QD-NB-008/2026

Notice Valid from **12 May 2026** until **Superseded**

## INFORMATION FOR STUDENTS

This is to inform all students that Pacific Centre for Maritime Studies has implemented following electronic forms on **1<sup>st</sup> April 2026** as a way forward to enforce a paperless environment.

1. **Application for Admission (SAS01A)** – *(this form is required to be used when online application site <https://crm-student.fnu.ac.fj/RecruitNewWFE/Account/Create> is not working)*
2. **Enrolment Forms** *(consists of SAS02 Student Enrolment Form, Child Protection Policy Student Declaration, QD-09 Indemnity Form, SAS08A Update of Student Personal Details Form)*
3. **Withdrawal Form (SAS03)** *(attach document(s) if applicable to support the reason for withdrawal)*
4. **Application for Supplementary Assessment Form** *(This applies to students who scored a DNQ or D+ grade in the Diploma/ Upgrading programme units. If a student scores a DNQ or D+ again in Supplementary Assessment, they are not required to complete this form, as the unit will be treated as a repeat. In such cases, the student must enroll and attend classes for the full semester for that unit.)*
5. **Application for Aegrotat Pass or Compassionate Pass or Special Examination** *(attach document(s) to support the reason for not sitting the final examination)*

**With immediate effect**, all students are required to use **electronic forms only**. Once completed, the electronic forms must be submitted to the respective Department Administrator for verification and further processing.

Please note that hard copy forms will no longer be accepted, except in cases where electronic submission is not possible due to unforeseen circumstances. Such cases will be considered on a case-by-case basis.

Editable electronic forms are available on the PCMS webpage on the FNU website.

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

Students are advised to ensure that all required supporting documents (where applicable) with the electronic forms to be emailed to respective Department Administrator.

All students are requested to take note of this change and comply with the new process.