



FREQUENTLY ASKED QUESTIONS

TRAINING BRANCH

Part-I

1. I wish to join the Merchant Navy. Which are the various institutes I can join?

Ans: In India, the maritime training institutes are approved by the Directorate General of Shipping. The list of the maritime training institutes approved by the Directorate General of Shipping is available on the following link:-

<http://www.dgshipping.gov.in/Content/ApprovedTraininginstitutes.aspx>

2. Where can you get the list of DGS-approved Maritime Training Institutes?

Ans: Go to www.dgshipping.gov.in, → MARITIME TRAINING / TRAINING BRANCH → Approved training Institutes to view the list of approved institutes.

3. Where can we get the list of DGS-approved courses?

Ans: Go to www.dgshipping.gov.in, → MARITIME TRAINING / TRAINING BRANCH → List of Approved Course to view the list of approved courses.

4. What are the Basic 5 STCW Courses?

Ans: The 5 Basic STCW Courses are as follows:-

- Personal Survival Techniques;
- Fire Prevention & Fire Fighting;
- PSSR;
- EFA; &
- STSDSD

5. Are the Basic 5 STCW Courses pre-sea courses or post-sea courses?

Ans: The 5 Basic STCW Courses are pre-sea courses.

6. Who can open the Maritime Training Institute?

Ans: A registered trust or Section 8 company may open a maritime training institute.



7. What procedures should be followed to open a pre-sea institute?

Ans: The guidelines for approval of pre-sea maritime training institutes are given in DGS Order 7 of 2016 dated 17.11.16. You may please following link:-

http://www.dgshipping.gov.in/writereaddata/ShippingNotices/201612130305441892206dgs_order_07of2016_training_22112016.pdf

8. What procedures should to be followed to open a post-sea institute?

Ans: The guidelines for approval of post-sea maritime training institutes are given in DGS Order 5 of 2016 dated 01.11.16. You may please following link:-

http://www.dgshipping.gov.in/writereaddata/ShippingNotices/201611170119049028204dgs_order_05of2016_171116.pdf

9. I am interested in joining as a faculty member at a DGS-approved maritime institute. What are the guidelines to be followed?

Ans: The details of the faculty age, qualification, teaching hours, etc., are mentioned in Training Branch Circular 5 of 2013. You may find the details in the following link:-

<http://www.dgshipping.gov.in/writereaddata/ShippingNotices/201307110248371992187b5.pdf>

10. Who can apply for Maritime Training Institute in-Principle Approval?

Ans: A registered Trust / Section 8 Company / Government Organization can apply for Maritime Training Institute in-principle Approval.

11. What are the sequential steps to follow to apply for online application for In-Principle Approval and Course Approval?

Ans: Using the online application, first submit the details, pay the required fees online, and upload the required documents to complete the submission of the application. The date of uploading the documents will be treated as the application date.

12. What is the process to correct details in a submitted application?

Ans: Details cannot be modified or edited once the application has been submitted.



13. I Paid the fees, but it's not reflected in the application.

Ans: If the fees have been debited but are not reflected in the application, please wait for three working days. If the status still hasn't changed after three days, contact the training branch at DGS.

14. How do I change the name and contact details of the Principal in the MTI profile?

Ans: Send a request to the training branch along with the details of the Principal, such as Name, Contact Number, FIN, and the details of pending batches to be signed digitally, if any.

15. How do I change the faculty as the course in-charge in the submitted batch details?

Ans: If the course in-charge leaves before course completion, the existing principal will sign the pending certificate. To update, send a request to the training branch with the following details: name of the Course, Batch ID, and batch start date of the pending certificate so that the principal can sign digitally as the course in charge.

16. How to change/update details in the MTI profile?

Ans: Send a request to the training branch with the details to modify, along with supporting documents.

17. What is the process to correct the batch start date and end date?

Ans: Send a request to the training branch with the details such as Name of Course ,Batch Id, Batch Start Date and Batch end date

18. By mistake, withdrew a candidate from the batch. How to revert it?

Ans: Send a request to the training branch with the following details: name of the course, Batch ID, batch start date, and INDoS number of the candidate whose withdrawal status needs to be reverted.

19. By mistake, marked a candidate as absent. How to revert it?

Ans: Send a request to the training branch with the following details: name of the course, Batch ID, batch start date, and INDoS number of the candidate whose attendance status needs to be reverted.



20. How to upload batch details if missed uploading on time?

Ans: Send a request to the training branch with the following details: name of the course, Batch ID, batch start date, and batch end date to get backdated permission to upload the same.

21. Unable to generate digital certificate for course?

Ans: Please write to dcasupport@arisimulation.com

22. How to verify the digital certificate of course issued?

Ans: Go to www.dgshipping.gov.in, click the link "INDoS/CoP Checker," select "STCW Course" from the list, enter the details, and click the "Search" button to view the details.

23. What is the process to change the IP address for the exit exam?

Ans: Send a request to the training branch along with the IP address details and UID of computers.

INDOS

24. What does INDoS mean?

Ans:

1. The INDoS number stands for the Indian National Database of Seafarers.
2. Issued by the Directorate General of Shipping in India, this unique identification number is essential for maintaining a centralized database of seafarers' credentials, qualifications, and employment history. It enables statutory authorities—such as Flag State, Port State, Immigration officials, and employers—to verify these details easily and prevent fraudulent certifications.
3. The INDoS number consists of eight alphanumeric characters. Seafarers without an INDoS number are not eligible for DG-approved courses.

25. What is the procedure to get the INDoS?

Ans:

1. MTIs assist candidates in obtaining an INDoS number.
2. Required documents include copies of the original 10th Mark sheet, Passport, and a passport-sized photo (with a white background, face size 75% to 80% of the photograph and plain shirt or coat).



3. The INDOS number must be generated with the candidate's physical presence. Therefore, candidates are requested to visit MTI in person, and bring the necessary original documents for the INDoS application.
4. The procedure for the generation of INDOS No. is mentioned in Training Branch Circular No. 8 of 2019 TR_Cir_08 of 2019.pdf (dgshipping.gov.in)

26. For how many years is the INDoS valid?

Ans: This is a one-time process with lifetime validity.

27. What if the issued INDoS has a wrong name or other information?

Ans:

1. Candidates who notice discrepancies in their INDoS/Seafarer's Profile personal details can update the information themselves. Information such as current address, mobile number, and email address can be updated by the candidate directly.
2. However, changes to specific details like permanent address, first name, and surname must be requested through the "Request for Personal Details Correction" in the Seafarer Profile, which can be accessed after logging into the DG Shipping Seafarer's Profile.
3. The seafarer has to refer INDOS Circular No. 2 of 2018 dated 07.03.2018 [201803230347434163720 indos_cir_02of2018.pdf \(dgshipping.gov.in\)](https://www.dgshipping.gov.in/indos_cir_02of2018.pdf) for making changes in Seafarer Profile.

28. Can students who completed the course with us collect their INDoS directly from DG Shipping?

Ans: Candidates will receive their INDOS number from DG Shipping via email to their registered email address.

29. What STCW courses are necessary to get a CDC?

Ans: Candidates need to do two courses for applying for a CDC

1. Basic STCW Safety Training Course [BST= EFA+FPFF+PST+PSSR]
2. Training For Seafarers With Designated Security Duties [STSDSD]

30. Is it possible to get INDOS number without booking the course

Ans: It is mandatory to book the courses before applying INDOS

31. Is there any age limit for INDoS

Ans: No, there is no age limit for INDoS Application



32. What is the required photo format for the INDoS Number application?

Ans:

1. Photos must be in color and JPG Format
2. Photo size to be 35mm x 35mm
3. Taken within the last three months
4. The photo must have a plain white background with the face being 70% of the photo (Measure: between 24mm to 28mm)
5. You must face forward with eyes open and a neutral facial expression
6. The lighting must be even, with no obscuring shadows or glare
7. On the printed photo, your head must measure between 24mm to 28mm from the top of your head to your chin.
8. The photo should be in a PLAIN SHIRT / COAT.
9. The seafarer can refer DGS Order No. 07 of 2021 dated 28.01.2021 [202101280614386857952DGS_order_7of2021_28012021.pdf \(dgshipping.gov.in\)](#) wherein all procedure for change of photo / signature has been given.

33. What are the charges for obtaining an INDoS Number?

Ans: INDOS fee is Rs. 1416 /- (Rs.1200 /- +18% GST) for Indian nationals and Rs. 3540 /- (Rs.3000 /- + 18% GST) for foreign nationals for generating the INDoS number.

34. Does a 10th Fail candidate can apply INDoS

Ans: No, 10th Pass Marksheet is mandatory

35. Can a candidate with color blindness apply for an INDoS Number?

Ans: No, Valid Medicals by a D.G Shipping Approved Doctor are required to undergo the course. All trainees must be certified by a DGS-approved doctor, to be in good health, for the practical session

36. What is the signature format for INDoS

- Ans:** 1. Scan signature properly on Scanner machine with WHITE BACKGROUND.
2. Signature should be as per the passport in blue ink.

3-TIER SYSTEM

37. What is the 3-tier system?

Ans: As per D.G. Shipping guidelines, a 3-tier system (E-learning, Physical class & Exit exam) has to be completed to receive a certificate.



38. How can the Face Verification problem be resolved?

Ans: The candidate has to write a mail to cas-dgs@cdac.in

39. What is successful completion of E- Learning Modules?

Ans:

1. Ensure you have enrolled for the correct E-learning module.
2. Ensure the required study hours are completed. After the completion of the required Study Hours (Course Content Access Time), the candidates will get access to the E-Learning Assessment.
3. Ensure the E- Learning assessment is passed successfully.
4. The candidate has to write a mail to support@aduacademy.in or acadsupport@aduacademy.in for queries regarding E-Learning

40. Validity of the E- Learning Module?

Ans: 180 days from the enrollment date into the respective E-Learning Module.

41. Can the exit exam be given at Home?

Ans: The exit exam can only be given in the MTI after completion of course.

42. When can I give my next attempt of the Exit Exam

Ans: On the following working day. The candidate can mail to technical@dgsexams.in or info@dgsexams.in for queries regarding his / her EXIT Exam.

43. How many attempts can be given for the exit exam for a course? What happens if you fail in 3 attempts of the Exit Exam?

Ans: There are a maximum of 3 attempts. If you fail the 3 attempts, you need to redo the course again.

CERTIFICATE

44. How long does it take to generate the certificate after completing the 3-tier system?

Ans:

1. If the 3 Tier system is completed on the day of course completion, the Digital certificate will be generated with-in 48 hours, and you can download it from your INDoS/COP Checker.
2. For Candidates who complete the 3 Tier System later, the certificate will be generated in queue.



45. How to download the Digital Certificate?

Ans: The certificate can be downloaded using GOOGLE CHROME from the INDoS/ COP Checker

46. Details on the digital certificate are based on which profile

Ans: The details on the Digital Certificate will be self-populated from the candidate's seafarer Profile during the batch upload as per their standard format of the LAST NAME followed by FIRST NAME. The above is standard for all the candidates and cannot be edited anyone.

PART B DETAILS

47. Can I do part A and Part B course

Ans: Kindly note the Part A & Part B concept is suspended as per the latest DG order 11 of 2022.

COC

48. What is a Certificate of Competency (COC), and why and who issues it?

Ans:

1. The certificate of competency (COC) is required for every mariner to work on ships as per STCW Convention. The certificate ensures that the concerned person has sufficient knowledge and skills to sail on ocean-going vessels.
2. Certificate of Competency (CoC) is issued by Mercantile Marine Department / Directorate General of Shipping (DGS), Government of India

49. For how many years is the Certificate of Competency (COC) valid?

Ans:

1. The CoC is revalidated every 5 year. Kindly note in order to revalidate the 2010 COC, the candidate is required to undergo the RAFF, RPSCRB, and REO(for Engineers) and RUT (for Masters and Deck officers)
2. On completion the above courses, the candidate can apply for CoC Revalidation through his Seafarer profile by submitting all the prerequisite documents which would include 1 year of sea service in the last 5 years.

50. Can a student be allowed to do competency course with the foreign flag CoC?

Ans: No. Candidate holding foreign COC are ineligible for undergoing any DG approved competency courses in India.



51. With Foreign COC, is the student is eligible to undergo modular Course?

Ans: Yes. He can do the modular courses.

CDC

52. What is Seaman book/CDC?

Ans: A Seaman Book or Continuous Discharge Certificate (C.D.C.) is a seafarer's identity document issued by his country. [1] This document certifies that the person holding this is a seaman as per The International Convention on Standards of Training, Certification and Watch keeping for Seafarers (STCW), 1978, as amended 2010. Every seafarer must carry this document while on board, which is also an official and legal record of his sea experience. The master of the vessel signs the document each time a seaman is signed off from the vessel certifying his experience on board.

53. What is the procedure to apply for CDC?

Ans: After receiving your BST and STSDSD certificates, along with the valid DG Medicals a candidate can apply for the Indian CDC online via the DG Shipping website.

54. For how many years the CDC is valid?

Ans: C.D.C. granted under these rules shall be valid for a period of ten years and may be renewed on expiry or within 6 months prior to date of expiry, on a request from the holder, for a further period up to ten years at a time if the holder is a serving Seamen and his C.D.C. has not been cancelled, withdrawn or suspended under these rules.

55. What are the eligibility criteria to obtain the CDC?

Ans: Candidates needs to hold a valid STCW certificates and Valid DG Approved Medicals to apply for CDC.

56. What is the Procedure to collect the CDC from MMD?

Ans: The CDC will be dispatched by Shipping Office directly to the applicants residents.

57. Can a student attend PSF course with Belize CDC and Belize STCW certificates

Ans: No, a student cannot attend the course with Belize certificates



FOREIGN NATIONALS

58. Candidate is resident of ANY FOREIGN NATIONAL, whether he can take a course?

Ans: Non-Indian participants can undergo the course upon holding a Student visa subject to meeting the eligibility criteria

ABOUT COURSES AND ELIGIBILITY

59. What is STCW?

Ans: STCW stands for the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers.

60. What are the eligibility criteria to do STCW course?

Ans: The candidate should hold an INDoS number and a Valid DG Approved Medicals.

61. IF a student having a foreign COC and he want to do the advance course, will he be allowed to do?

Ans: Yes, they can undergo the course subject to meeting the eligibility criteria of the course.

62. What is the eligibility factor to do GMDSS?

Ans: The eligibility criteria for the GMDSS course include:

1. INDoS number is mandatory
2. Need to have +2 Mark sheet with (Maths, Physics & Chemistry)
3. Valid INDIAN Passport (1st & Last Page).
4. Cadets intending to attend for 2nd Mates examination.
5. Nautical Officers holding a Certificate of Competency (COC).
6. Radio Officers with a Certificate of Proficiency.

63. Candidate has done 12th in 2004, whether he is eligible to do GMDSS. Is there any age limit.

Ans: There is no age limit for undertaking the GMDSS course.



64. If any student failed in GMDSS, is there a possibility to write the exam again?

Ans: Yes, if a candidate fails the GMDSS exam, they would need to undergo the GMDSS resit course. Additionally, there would be extra fees for re-appearing for the exam. Typically, candidates are allowed to re-appear for the GMDSS exam a maximum of three times.

65. If a candidate is cadet with 9 months sea service. Can he do GMDSS course?

Ans: The candidate can do GMDSS course if they had passed 12th Std with Physics, Chemistry and Maths.

66. What is ARPA?

Ans: Marine radar equipped with Automatic Radar Plotting Aid (ARPA) capability can generate tracks based on radar contacts. This system is capable of calculating the course, speed, and closest point of approach (CPA) of tracked objects, enabling mariners to assess the risk of collision with other vessels or landmasses. The development of ARPA was prompted by the tragic accident involving the Italian liner SS Andrea Doria, which collided in dense fog and sank off the east coast of the United States. ARPA radars began to emerge in the 1960s, and with advancements in microelectronics, the first commercially available ARPA system was installed on the cargo liner MV Taimyr in 1969.

67. What is the eligibility to do ARPA?

Ans: INDoS Number, and All Officers holding Radar Observer Course (ROC).

68. Is there any stationary to be brought by the student to attend the ROC and ARPA class?

Ans: The candidates need to carry the following items:

- Geometry Box
- Shipborne Radar by Capt. Subramaniam,
- Roler

69. For ECDIS Course what equipment is used?

Ans: The Transas equipment is used for ECDIS Course.

70. Who is 2nd Mate and what is his/her role?

Ans:

1. A Second Mate Officer, also known as Second Officer or simply 2nd Mate, is a licensed member of a ship's navigation team. They typically hold a Second Mate License or Certificate of Competency, depending on the regulations of their flag state.



2. Second Mate is responsible for assisting the Chief Mate (First Officer) and the Master (Captain) in navigational duties, cargo operations, and other tasks related to the safe and efficient operation of the vessel.
3. They often oversee the maintenance of navigation equipment, supervise the loading and unloading of cargo, stand watch on the bridge, and maintain navigational charts and publications.

71. What is the eligibility to become a 2nd Mate.

Ans: You need to undergo the following courses:

- AFF, PSCRB and MFA
- ROSC & ARPA
- ECDIS
- GMDSS
- SFU

72. Difference between Chief Mate phase I and Chief Mate phase II?

Ans: For Phase I, the individual should have worked as a 2nd Mate along with possessing 9 months of sea service experience. For Phase II, the requirement is 18 months of sea experience or having worked as a First Mate.

73. Can a student attend Phase II Course without clearing his Phase I Exams?

Ans: The student can attend PH2 course without clearing his PH-I Exams

REVALIDATION/UPGRADATION

74. Candidate has done AFF and PSCRB at Singapore. Is he eligible to do DG Approved RAFF and RPSCRB courses?

Ans: If the AFF and PSCRB courses were done at an approved institute, then he is eligible to undergo the DG Approved refresher courses.

75. What are the courses candidates should do to apply for Class 4 CoC?

Ans: The candidate should undergo the AFF, PSCRB, MFA and the ERS Operational level courses.

76. For a 3rd engineer appearing for Class II exam what are all the courses to be done?

Ans: The candidate has to undergo the PCT and ERSM course



77. When is appropriate time to do the CoC revalidation course?

Ans: The revalidation course can be done 6 months before or after the expiry of the COC. If the course is completed within 6 months prior to the date of expiry of CoC then the validity of that CoC will be extended for a period of five years from the date of the expiry of CoC.

78. How can we apply for CoC revalidation?

Ans: You can apply for the CoC revalidation online through the E-governance portal by submitting the required documents.

79. Do we need to do the Refresher courses for AFF, PSCRB, PST and FPFF or only AFF and PSCRB?

Ans: Kindly note that the competencies of RPST and RFPPF are included in the RPSCRB and RAFF certificates as per the DGS circular 19 of 2021. Hence, it is not required to RFPPF and RPST course until it's a company or any other requirement.

80. Do we receive a separate certificate for the RFPPF and RPST if we do the RAFF and RPSCRB course?

Ans: No, The certificate will have only RAFF and RPSCRB names mentioned, and the paragraph under the course name RAFF mentions the competency tables of RFPPF, and similarly, the paragraph under the course name RPSCRB mentions the competency table of RPST.

The certificate will NOT Mention a refresher course for RAFF & RFPPF or a refresher course for RPSCRB & RPST.

81. Whether MC/MFA is included in COC Revalidation Course?

Ans: As per MS Notice 13 of 2020 and DGS Order 36 of 2020, that Refresher Training for MFAMC is not required for CoC revalidation. However, it's an MLC and company requirement and hence candidate can check with your company if you need to undergo the RMFARMC Course.

ONLINE BOOKING

82. I am unable to book the course online. What is the alternate way to book the course?

Ans: We recommend to book the courses online through the booking website using Card/UP/Net Banking,etc...

However, you can book the courses directly at our centres in Chennai by using UPI/Card mode of payments.



BSID

83. What is a BSID?

Ans: BSID (Biometric Seafarer Identity Document) is a biometric identity document for seafarers. It includes provisions for barcoding biometric data and maintains a centralized database in the issuing country. This database is globally accessible through an interoperable and standardized biometric template.

84. How can a candidate apply for a BSID, and what documents are needed?

Ans: 1. The BSID can be applied on the following website by submitting the copies of their Passport and CDC - <https://dgshippingbsid.in/>

85. What should be done if the INDOS Number is invalid?

Ans: This usually occurs when the batch details were not uploaded by the MTI. The MTI must ensure that the candidate's batch details are uploaded to the DGS E-Governance portal as per the latest DGS circulars. In case of delays or server issues, the MTI should send the details to technical@dgsexam.in. After that, the refresher process can be initiated.

EXIT EXAM

86. Why am I not authorized to write the exam?

Ans: There are several reasons for this:

- The candidate is not due for any exam.
- The MTI has not made the payment for the candidate. The MTI must make the payment, especially if the candidate failed or logged out due to minimizing the window, browsing another window, or trying to change the person during the exam. The candidate can re-write the exam after the MTI makes the payment. Three attempts are allowed, following the same procedure each time. After the third attempt, the candidate must retake the course.
- The candidate is trying to log in outside of the authorized time (10 am to 6 pm).
- The candidate is attempting to write the exam before the course completion date. Exams can only be taken on the last day of the course or within one month of course completion.

87. What should I do if I am already logged in on another machine?

Ans: Ensure you are only logged in on one machine at a time. Multiple logins are not allowed.



88. Why was I logged out from the session?

Ans: You might have been logged out for the following reasons:

- Browsing another window during the exam.
- Minimizing the exam window.

89. What should I do if there is a photo mismatch?

Ans: Ensure your recent photo is uploaded and visible with the INDOs. Check for sufficient lighting and ensure you are looking at the screen during the exam. Verify that the camera is focused on you and that no one else is attempting to take the exam in your place.

90. What happens if my internet connection is lost during the exam?

Ans: Up to five minutes of internet failure is allowed. During this time, the screen will freeze. Once the internet resumes, the exam will continue. If the internet is lost for more than five minutes, you will be logged out.

91. What happens if I keep the browser window idle for a long time?

Ans: If the screen is idle for more than five minutes, you will be logged out. Ensure you remain active during the exam.

92. What should I do if a screen sharing application is running?

Ans: Close all screen sharing applications before proceeding with the exam.

93. What does it mean if I violated the exam but still passed?

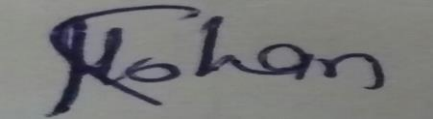
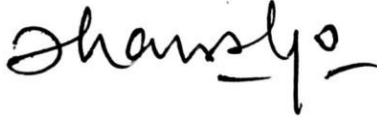






Ans: If you violated security features during the exam but completed the required pass mark criteria before the violation, your result may still be PASS. However, ensure you do not violate exam security features in the future.

94. Why do I have to wait 30 minutes to log in again?





Ans: If you logged in and closed the browser without continuing the exam, you need to wait 30 minutes before trying again. Security features are enabled throughout the exam period.



IMPORTANT NOTICE REGARDING PHOTO & SIGNATURE FOR ALL ONLINE APPLICATION

<p><i>Don'ts</i> ❌</p>	<p><i>Do's</i> ✅</p>
 <p>OBSERVATION: Do not scan signature on MOBILE. Scan signature properly on Scanner machine with <u>WHITE BACKGROUND.</u></p>	 <p>OK ✅</p>
 <p>OBSERVATION: Signature <u>not accepted with GREY BACKGROUND.</u> Scan signature properly on Scanner machine with WHITE BACKGROUND. Crop signature part removes all blank portions and Re-upload it in HORIZONTAL Manner.</p>	 <p>OK ✅</p>
 <p>OBSERVATION: Do not upload scan photo or take photo of the photo. Collect soft copy of the photo from photographer with White background & showing 70% facial area & upload it</p>	 <p>OK ✅</p>
 <p>OBSERVATION: Do Not upload photo in T-Shirt or in Casuals. Upload photo in PROPER FORMALS PLAIN SHIRT / COAT.</p>	 <p>OK ✅</p>



 <p>OBSERVATION: Do not upload photo Like above Image. Collect soft copy of the photo from photographer with White background & showing 70% facial area.</p>	 <p>OK ✓</p>
 <p>OBSERVATION: Do not upload photo Like above Image. Collect good soft copy of the photo from photographer with Plain shirt / Coat (Not checkered) & showing 70% facial area.</p>	 <p>OK ✓</p>

*NOTE: FACE SHADED IN THE PHOTOGRAPH TO AVOID IDENTIFICATION

GUIDELINES FOR PHOTO & SIGNATURES

All Seafarers are hereby requested to upload Photo & Signature in Correct Manner as shown above in DGS E-Governance for processing of their online Applications promptly.

General Photo Guidelines

Photos must be:

- In color
- Photo size to be 35mm x 35mm
- Taken within the last three months

Photo Composition Requirements

- The photo must have a plain white background with face being 70% of the photo (measure between 24mm to 28mm)
- You must face forward with eyes open and a neutral facial expression
- The lighting must be even, with no obscuring shadows or glare
- On the printed photo, your head must measure between 24mm to 28mm from the top of your head to your chin.



What Should I Wear in My Photo?

In your passport photo, you may not wear any of the following items:

- Eyeglasses of any type including sunglasses
- Hats
- Headbands, hair bows, or head scarves*
- Uniforms with peak caps, epaulettes etc

*If you wear religious headgear, such as a yarmulke or headscarf or turban, you may wear this in your photo. Your headgear must not obscure your face in the photo.

Suggestions for attire:

- Make sure your hair does not cover your face, make sure your eyes are both visible.
- A collared shirt or a top with a high neckline is recommended. Due to the cropping of the photo, if you wear a shirt with a wide or low neckline, you might wind up looking like you are not wearing clothes at all!

Can I Take My Own Photo?

It is recommended that you have your photos taken professionally. However, you may take your own photo as long as you have the right dimensions and quality of passport photo and meet all the photo guidelines. Here are our suggestions on how to take your passport photo:

- Use a good quality digital camera, not a smart phone or other mobile camera device
- You may use the red-eye reduction feature on your camera, but you may not do any digital editing after the photo is taken
- Make sure your photo is at least 300dpi & size preferably below 1mb

General Signature Guidelines

- The candidate himself/herself should sign on a white paper with a black ink pen
- The signature must be signed only by the applicant and not by any other person
- Dimensions 3.5 cm x 1.5cm (preferred)
- Ensure signature to be selected/highlighted and scanned and not the entire page