



Unlicensed Apprentice Program Application Guide

Step 1

1. Please read all information about the Unlicensed Apprentice Program in its entirety prior to filling out the application. Fill out the electronic application online. **The application form can be found here.**
2. On a separate paper write an essay, of no less than 400 words, about “Why I want to be a Merchant Mariner.” The essay may be handwritten or typed on a computer. At the end of the essay, you must include the following statement: “I hereby affirm that this essay was written by me, and no one else.” After this statement, sign your name. Please mail this to the Admissions Office along with other required paperwork.
3. Provide three (3) non-family character references* to be mailed to the Admissions Office by the person writing the reference. Letters should include the person’s name writing the letter, their relationship to you and a contact phone number. Please be sure they include your full name and mail to: SIU Canada, 70 St David Street East, Thorold, Ontario, Canada L2V 4V4, Attn: Apprenticeship Coordinator

*One reference letter **must be** from your current or most recent employer on company letterhead. **Letters from employers not on company letterhead will not be accepted.** If you are not currently employed you need to provide a written statement explaining why you are not employed and when you last worked.

4. Provide high school and/or college transcripts.
5. Send four head shot size photos (similar to those used for a passport), (no hats, head covers or sunglasses unless hat or head covering is worn for religious reasons). **Faxed or scanned pictures are not acceptable.**

Please mail all necessary paperwork to the SIU Apprenticeship Program – 70 St David Street East, Thorold, Ontario, Canada L2V 4V4.

Once your application is received you will be contacted via email (make sure you give a correct, active email address) and instructed to schedule a reading and math test at one of the SIU Halls. Contact 905-227-5212 ext. 224.

Upon completion of Step 1, including testing, your application will be submitted to the selection committee. You will be contacted by email after completing Step 1 if you have been selected to move onto Step 2. Any money spent as part of the application process is non-refundable and the sole responsibility of the applicant.



Step 2

You will be notified by mail whether you are selected to continue on to Step #2 of the application process. **At this time you must provide copies of the following documents.** If you are unable to obtain the following documentation it is the applicant's responsibility to advise the Program Coordinator of any issues.

1. Transport Canada Marine Medical Certificate
2. Transport Canada Discharge Book
3. Police Clearance Certificate
4. Valid passport

All applicants must have a complete dental examination administered by his/her private dentist. A dental letter must be sent to the Apprenticeship Program Coordinator, on your dentist's letterhead and must specifically state that the applicant does not have any cavities, pyorrhea, or periodontal disease and currently needs no work to be done. The letter must contain a current date.

Any money spent as part of the application process is non-refundable and the sole responsibility of the applicant.

All official government documents (Marine Medical, Discharge book, Police Clearance, passport) should be copied and mailed or emailed to the Apprenticeship Program Coordinator, please do not send originals. Make sure you send the page that contains your picture and your CDN #). Please be sure to also send the original dental letter.

Once an applicant has a completed file they will be advised prior to their report date that they have been selected for class. If the applicant is unable to pass all medical exams within six (6) months of his/her originally scheduled start date, the applicant will lose their conditional acceptance.

The applicant may re-apply for admission after waiting at least one year from the date their conditional acceptance was withdrawn, but must re-submit the entire application, beginning with Step 1 and be selected to move to Step 2. Students will be scheduled for classes on an as needed basis depending on industry needs. Once the student has paid for their uniforms and they have been issued the uniform fee is non-refundable.