



Republic of the Philippines
Philippine Merchant Marine Academy
San Narciso, Zambales

How to enroll for NEW STUDENTS:

1. Go to the PMMA GS FB page (pmmagraduateschool.officialpage) where you will find the schedule of classes for new students. There are two (2) sets of courses, fully online and blended. If it will not be possible for you to attend a classroom instruction (in case allowed), then choose courses marked online. Otherwise, choose blended courses (possible classroom instructions only if allowed). Maximum number of courses is three (3) for a total of 9 units.
2. Go to <https://pmmagrad.seaversity.com.ph/app/enrollment/>
3. Click "Apply Now" or "Enrollment" (found at the top portion). You will be asked to do the following.

3.1 Select Courses. Click on the courses you will enroll.

3.2 Personal Details. Provide information needed on the fields under Personal Information, Additional Information and Survey. DO NOT LEAVE ANY ITEM BLANK unless not applicable, indicate NA.

3.3 Complete the tasks. You will be redirected to the Dashboard and be required to complete the tasks indicated below to process your application (this is found at the top portion of the enrollment)

3.3.1 Verify email (*LMS login credentials will be created and automatically sent to your email*)

3.3.2 Change password

3.3.3 Upload your requirements

- ✓ *Original Transcript of Records
- ✓ Photocopy of College Diploma
- ✓ Original of Birth Certificate (PSA)
- ✓ Original copy of Marriage Certificate (for female married)
- ✓ Certificate of Employment, if any
- ✓ 2x2 colored picture - 2 pcs.
- ✓ Visa (foreign student)

**PMMA Alumni are exempted from this requirement*

IMPORTANT: Hard copies should be submitted within one (1) month from enrolment, to the PMMA Manila Office at 4th Floor Palacio Grande Bldg, Gen. Luna St. cor. Anda St, Intramuros, Manila.

3.3.4 Approval/Disapproval of enrollment (THIS IS FOR GS ADMIN ONLY). The GS Admin will approve/disapprove your enrollment in the system, after reviewing your personal details, the uploaded documentary requirements, and courses chosen.

3.4 Payment. Pay 50% of tuition and misc. fees thru any of the 2 payment portals:

- a) PISOPAY :
 - G-cash
 - 7 eleven



PMMA - Main Site
PMMA Complex,
Brgy. Natividad,
San Narciso, Zambales,
2205 Philippines

Tel: (047) 913-4396

PMMA - Training Center

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Tel: (047) 913-3104

PMMA - Graduate School

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(payment thru Pisopay will automatically be reflected in the enrollment system)

- b) Linkbiz (Landbank epayment)
 - Bancnet
 - Cash payment (7 eleven)
 - Other banks via PCHC Payment

(payment thru Linkbiz will be verified by GS Admin within 24 hrs and GS will manually click PAID in the enrollment system)

- c) OR Thru bank transfer or bank deposit to:

Bank Name: Land Bank of the Philippines

Account Name : PMMA INCOME

Account No.: 0382-1036-10

(send picture or screen shot of your deposit or transfer receipt to pmmagraduateschool@gmail.com only)



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| TUITION FEE FOR NEW STUDENTS | | | | |
|---|----------|-----------------------|------------------------|------------------------|
| PARTICULAR | RATE | 3 UNITS (1 COURSE) | 6 UNITS (2 COURSES) | 9 UNITS (3 COURSES) |
| TUITION FEE (per unit) | 1,500.00 | 4,500.00 | 9,000.00 | 13,500.00 |
| MISCELLANEOUS FEES | 1,850.00 | 1,850.00 | 1,850.00 | 1,850.00 |
| TOTAL FEES (pay to PMMA) | | 6,350.00 | 10,850.00 | 15,350.00 |
| Add: LMS (to be paid to Seaversity) | 1,000.00 | 1,000.00 | 1,000.00 | 1,000.00 |

PLEASE BE GUIDED BY THIS:

| Payment Gateways | FEES TO BE PAID | | |
|---|-----------------|---------------|---|
| | Tuition | Miscellaneous | LMS |
| PISOPAY (G-cash, 7/11, other bayad centers) | √ | √ | √ |
| Linkbiz (Landbank) Bancnet Cash payment (7/11) Other banks via PCHC Payment | √ | √ | Deposit to Seaversity Inc., Account No. 002440007505, Union Bank - Intramuros |
| Bank Deposit / Bank Transfer to PMMA Income account (refer to 3.4.c) | √ | √ | |

4. Go to the Learning Management System (LMS) at pmmagrad.seaversity.com.ph

4.1 Click "REGISTER".

- 4.1.1 Log-in using the LMS credentials emailed to you during your enrollment (refer to Item 3.3.1)
- 4.1.2 Provide information required in the registration.
- 4.1.3 You will be directed to the Dashboard. You will see the course photo of each course you have enrolled. If they are not displayed or



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some are lacking, then inform **Placiente Regala Arlene Jean** thru FB Messenger.

NOTE:

- ✓ **Courses will be opened only at the start of official classes – first Saturday of January, May, and September, unless otherwise specified.**
- ✓ **A Students' Orientation will be on the FIRST day of classes at 0800hrs. Link will be provided in the LMS.**
- ✓ **Enrollment is scheduled every last week of April, August, and December.**

WELCOME TO THE GRADUATE SCHOOL!

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