

Phase one: first-time applicant registration and completing data

Before you begin the process please make sure you have the following:

- 1. A personal photo with the same specifications as a passport photo, a recent photo of a full face (not older than 6 months) with high quality 265 x 265 pixels with a white background without sunglasses and without a hat.
- 2. Photos taken by mobile camera shall not be accepted.
- 3. Copy of the national ID (front and back) or copy of the passport for foreigners
- 4. Copy of a valid training card (front and back on the same document) or a digital card
- 5. Copy of a valid first aid certificate
- 6. Copy of the graduation certificate (high school certificate)
- 7. Police criminal record for Egyptian nationalities, work permit for foreigners
- 8. Training form for snorkeling and diving pros, with complete data, signed and stamped (attached)
- 9. Preferably use a desktop or a laptop for the steps

Phase one: First-time applicant registration and card request:

- 1- Go to the following link: http://members.cdws.travel/registration
- 2- A question will appear on the screen (Is this your first time applying for a CDWS card?) please answer Yes

Example 1

In case that the professional attended the CDWS test without obtaining the card, please answer (Yes) and contact the Chamber to obtain the card number and complete the following steps <u>Click</u> <u>here</u>

- 3- Enter your e-mail address
- 4- Create a password for your profile
- 5- Click on register

Example 2





- 6- You will receive a confirmation on your registered e-mail, open the email and click on view page option
- 7- After choosing view page a new page will open to edit your account, please make sure to complete all the information and upload the following attachments in the correct fields:
 - A personal photo with the same specifications as a passport photo, a recent photo of a full face (not older than 6 months) with high quality 265 x 265 pixels with a white background without sunglasses and without a hat.
 - Photos taken by mobile camera shall not be accepted.
 - Copy of the national ID (front and back) or copy of the passport for foreigners
 - Copy of a valid training card (front and back on the same document) or a digital card
 - Copy of a valid first aid certificate
 - Graduation certificate
- 8- Please complete and ensure all the data is correct, then choose submit for review option. Example 3
- 9- The membership department will review all the provided data and attachments to ensure they are correct; in case something is missing the applicant will receive an email with notes to avoid
- 10- In case all data and attachments are provided correctly, the application will be accepted and the applicant will receive a confirmation letter that the account has been successfully activated.



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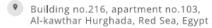
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SOUTH SINAI BRANCH

RED SEA BRANCH















CAIRO