YOUR PASSPORT TO THE WORLD

Graduate Student Packet | Spring 2015

HTTP://WWW.SUNYMARITIME.EDU/ADMISSIONS/GRADUATE/
ENROLLMENT CONFIRMATION

Congratulations on your admission to Maritime College. To reserve your spot in the incoming class, sign your letter of acceptance and return to the Office of Admissions by the date indicated on your acceptance letter.

OFFICIAL TRANSCRIPTS

Please arrange for official final transcript(s) from all institutions attended to be mailed directly to the Office of Admissions prior to the first day of classes.

HOUSING AND RESIDENCE LIFE

Our mission is to provide safe residential accommodations for the more than 1,200 students who live on campus. We want to create a sense of community that encourages respect, social responsibility, integrity, ethical leadership, and independence. Housing is available on a space available basis. Graduate license students may elect to be classified as day students and are not required to live in the residence halls. The online housing application is accessible at https://suny-maritime-residence.symplicity.com and due by November 14, 2014.

MEDICAL FORMS

New York State law requires college students to be immunized against measles, mumps and rubella. The law applies to all students born on or after January 1, 1957. Accepted students must submit a completed Health and Physical Examination form prior to the start of Indoctrination or Orientation. Students may have this physical examination completed by a physician of their choice. If you have any questions, please call (718) 409-7347. The medical form is due to Health Services by December 1, 2014.

REGIMENT AND LICENSE STUDENTS

The Regimental program is required for all students pursuing a USCG license at both the undergraduate and graduate level. Others choose to participate in the Regimental program even though they may not be pursuing a Coast Guard license.

The Regimental program offers a vehicle for developing the leadership skills of the cadets, supports the professional training of the cadets, and provides a framework for safely managing a large number of cadets at sea while on the Training Ship.

Indoctrination is mandatory for all new students seeking to participate in the Regiment of Cadets. At Indoctrination, students learn the routines and traditions of Maritime College, while becoming familiarized with the Training Ship.

The Indoctrination Program will be held for ten days from Friday, January 2 - Sunday, January 11. In order to participate in the Indoctrination Program, the medical form must be completed and returned to Health Services. In addition, the Indoctrination Fee (Regimental Students), Orientation Fee, Tuition, Room, Meals and other required Fees must be paid in full by December 29, 2014. Please note that the Orientation fee, the Indoctrination fee, and the cost of uniforms are out-of-pocket expenses not covered by financial aid proceeds. Payment for uniform and books are made to the Ship’s Store.

For more information on Indoctrination/Regimental system, what to bring, and to access the uniform, visit www.sunymaritime.edu/admissions/graduate/.

DAY STUDENT STATUS FOR LICENSE STUDENTS

Students with valid experience (e.g., Armed Forces) or qualifications (e.g., Merchant Marine License) may be assigned special status within the Regiment of Cadets. Students who believe they qualify for this special status must apply to and be approved by the Deputy Commandant of Cadets. These special students wear the prescribed uniform and will muster every Tuesday and Thursday for inspection and instructions. Cadets granted this status are expected to comply with the applicable Rules and Regulations; lack of compliance can lead to the denial or revocation of this privilege. Further clarification is provided in the Rules and Regulations Manual for the Regiment of Cadets. More information on day student status and to access the application, visit www.sunymaritime.edu/admissions/graduate/.
FINANCIAL AID
Currently at SUNY Maritime College, about 80% of our students receive some form of Financial Aid. All students are encouraged to apply for financial assistance through the Free Application for Federal Student Aid (FAFSA). Visit www.fafsa.ed.gov to complete the FAFSA. Our school code is 002853.

HEALTH INSURANCE
Domestic graduate students in the standard program are not required a health insurance fee by SUNY Maritime College.

Domestic students in the graduate license program are required to pay a health insurance fee. The charge may be waived upon proof of coverage, which must include a letter from your insurance carrier confirming international travel benefits. Students may file for a waiver through the SUNY Maritime website at www.sunymaritime.edu/studentaccounts. Please be aware of all deadlines.

Resident international graduate students are charged a foreign health insurance fee. Foreign health insurance is offered through HTH Worldwide. For more information visit, http://www.sunymaritime.edu/studentaccounts/insurance.

International graduate students enrolled in only online courses must notify Student Accounts at studentaccounts@sunymaritime.edu to request a health insurance waiver. The request for the health insurance waiver must be made prior to the first day of classes.

If a graduate student participates in an intercollegiate sport, he or she must be covered under an appropriate insurance policy.

MARITIME EMAIL
New students will have access to Maritime email after signing and returning the intent to enroll form to the Office of Admissions. Official communication from the College will be sent to your Maritime email. It is your responsibility to check your Maritime e-mail on a regular basis.

For more information on your email and password, go to http://www.sunymaritime.edu/IT/Students/emailaccounts.aspx. If you are unable to access email, contact the Maritime IT Help Desk at helpdesk@sunymaritime.edu or 718-409-6917.

ACADEMIC CALENDAR
Review the Academic Calendar at http://www.sunymaritime.edu, click on Academics and select Academic Calendar. You are responsible for understanding and adhering to those dates that affect you. It is strongly suggested that you copy important academic dates into your personal calendar.

MARITIME SELF-SERVICE
Every Maritime student is provided access to an online account referred to as Maritime Self-Service where they can view their class schedule, billing information, accept financial aid awards and eventually view grades, register for classes for upcoming semesters, and more.

New students will have access to Maritime email after signing and returning the intent to enroll form to the Office of Admissions. To access your Maritime Self-Service account:

- Go to www.sunymaritime.edu. Click on “Academics” or “Cost/Aid” and select “Maritime Self Service” from the drop down menu. To sign-on, click on “Enter Secure Area.”
- Enter your USER ID (located on your acceptance letter, M000XXXXX- use uppercase “M”) and PIN* and click “Login.”
- The first time you sign into Maritime Self Service, your PIN will be your date of birth in MMDDYY format.
- Verify that your Student Information, Student Address and Phones, and Student E-mail Address are current and correct. The name of your advisor will be located in Maritime Self-Service.

HANDS-ON TRAINING
Abdul Seddiq
After completing my graduate studies at SUNY Maritime College, and receiving a Master’s degree in International Transportation Management, I plan to return to my native Saudi Arabia and pursue a career in the international maritime industry. This unique graduate program is not offered in any Saudi Arabian universities. I enjoy being a graduate student at SUNY Maritime College. I find the program’s concentrated focus on the maritime industry very informative. The instructors, who are from the academic and the professional arena, make the program very attractive, interesting and informative. I know that my time here will be well-spent. SUNY Maritime also has the advantage of having a superior location on the East Coast, in New York City. I enjoy studying and living in one of the most developed and diverse areas of the United States and the world.
BILLING AND TUITION INFORMATION

TUITION AND FEES
The Office of Student Accounts will post the tuition and fees for the 2014-2015 school year online at [http://www.sunymaritime.edu/STUDENTACCOUNTS](http://www.sunymaritime.edu/STUDENTACCOUNTS). Indoctrination Fee (Regimental Students), Orientation Fee, Tuition, Room, Meals and Fees will be billed to the student by Maritime College. The Indoctrination Fee must be paid without the use of financial aid proceeds. All accounts must be paid in full by December 29, 2014. Payment for uniform and books are made to the Ship's Store. More information regarding Shopping at the Ship Store is available at [http://www.sunymaritime.edu/admissions/graduate](http://www.sunymaritime.edu/admissions/graduate).

BILLING
Bills are generated after students register for classes. You can access your bill online at Maritime Self-Service. We do not mail paper bills. Students’ bills can be paid in full by either a checking account or credit card through Nelnet Business Solutions/QuikPay. For more information on tuition and bills, visit: [http://www.sunymaritime.edu/studentaccounts](http://www.sunymaritime.edu/studentaccounts).

INDOCTRINATION COST FOR REGIMENTAL STUDENTS
The Office of Student Accounts may not accept payment for the Indoctrination fee from financial aid proceeds or from monthly payment plans. More information is also available at: [http://www.sunymaritime.edu/studentaccounts](http://www.sunymaritime.edu/studentaccounts).

MONTHLY PAYMENT PLAN
SUNY Maritime College offers a monthly payment plan program through Nelnet Business Solutions/QuikPay that allows the student / parent to pay the tuition and fees (excluding Indoctrination fee) in five interest-free installments. More information is also available at: [http://www.sunymaritime.edu/studentaccounts](http://www.sunymaritime.edu/studentaccounts).

STUDENTS WHO DO NOT COMPLETE THE FAFSA
If you have not completed a FAFSA, we may not have your social security number. The Internal Revenue Service (IRS) requires SUNY Maritime to report certain information concerning your status as a student on the IRS tax statement form 1098-T. In order to properly prepare and submit the tax statement, your correct US tax identification number - either a US Social Security Number (SSN) or US Individual Tax Identification Number (ITIN) - is required.

A copy of the W-9 form is available at [www.sunymaritime.edu/studentaccounts](http://www.sunymaritime.edu/studentaccounts). Please complete and return it to the Office of Student Accounts by mail or fax. Please DO NOT EMAIL any information that contains a social security number.

[www.sunymaritime.edu/admissions/graduate](http://www.sunymaritime.edu/admissions/graduate)