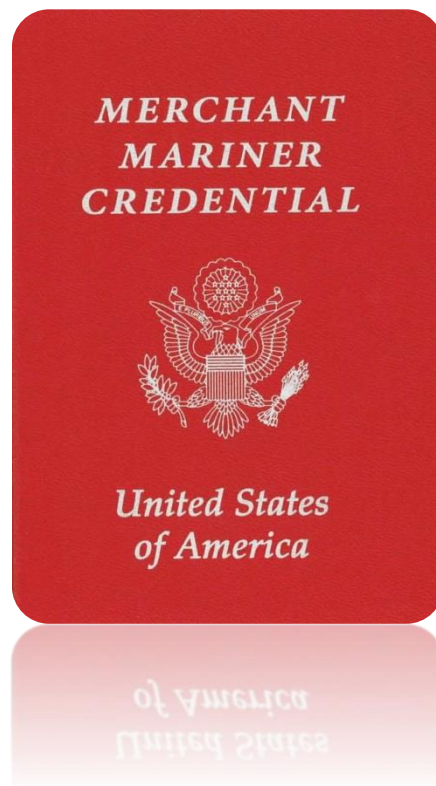


MMC Application Process

3rd Mate and 3rd Assistant Engineer

Department of Licensing and Cadet Shipping
January 2017 and May 2017 Graduation Candidates



Revised September 2016

INSTRUCTIONS FOR USCG LICENSE APPLICATIONS

An unlimited Cadet will not be permitted to sit for the USCG license exam until the Coast Guard has given the Cadet an *Approved to Test* (ATT) status AND has passed all SUNY Maritime College requirements to test including seminar.

General

- Completed applications will be collected next Wednesday, September 14, 2016 during Regimental Activity Time – location TBD.
- ***Do not staple forms together.***
- Make sure the application is completely filled out. Use “n/a” or “none” in boxes where appropriate.
- Only complete applications, which include the following, will be accepted:
 - Required documents from cadets (place in the following order):
 - Third party release form
 - Application form ([CG-719B](#)) – typed, all USCG forms can be accessed through the NMC website at <https://www.uscg.mil/nmc/>
 - Conviction statement ([CG-719C](#)) – typed, *if applicable*
 - Copies of discharge paper(s) or sea service letter(s), *if sailed Cadet Shipping*
 - Copies of Tankerman PIC discharges, *if applicable*, showing 90 days on a self-propelled tankship, transfer letters, and recommendation letter from commercial vessel company
 - Copies of Tankerman Barge Certificate showing 60 days sea time on a tank barge, *if applicable*
 - Chemical testing report ([CG-719P](#)), if not a Maritime student within the previous six months of license application
 - Clear **color** copy of front **and** back of TWIC card
 - Clear **color** copy of picture page of passport, *if not in possession of an MMC*
 - Clear copy of social security card (SSN card)
 - Clear **color** copy of MMC – signature page to signature page, *if applicable*
 - Clear **color** copy of the front and back of Permanent Resident Alien card, *if applicable*
 - Clear copy of the *pay.gov* payment receipt for the correct fees (instructions below)
 - Physical form ([CG-719K](#)) – typed
 - Copy of current Degree Works
 - License Department’s responsibility in obtaining:
 - Drug letter if a Maritime student within the previous six months of license application
 - Sea service tracking
 - Copies of STCW certificates such as Vessel Security Officer, Fast Rescue Boat, etc.

Application Form ([CG-719B](#))

- Use link provided to type information; the USCG accepts only typed application forms. Please fill in as appropriate, paying special attention to the following areas:
 - **Section I – Personal Date:**
 1. Use **COMPLETE** first name and **FULL** middle name, include suffix *if applicable*
 - 2a. Include SSN if **not** in possession of a lower-level MMC
 - 2b. Include reference number if in possession of a lower-level MMC
 - 6a. **Do not** use SUNY Maritime College’s address as home address. Use *Home of*

Record address

- 6c. Use cell phone number as primary phone number
- 6e. **Leave Email Box Blank**
- 6f. Enter the following: fax 718-409-4735
- 7a. Check box if *Next of Kin's* address is the same as address in 6a; otherwise, enter address
- 7b. Include name with relationship of *Next of Kin* in this box
- **Section II: Requested Coast Guard Credential(s)**
 - ✓ In "Officer" row – check off "Original"
 - ✓ In "Qualified Rating" row – check off "Raise of Grade, New Endorsement, or Increase in Scope"
 - ✓ In "Entry Level" row – check off "Renewal"
 - ✓ In "STCW" row – check off "Raise of Grade, New Endorsement, or Increase in Scope"
 - ✓ In "Description of Endorsement(s) Desired" type in the following:
 - **Third Mate in accordance with SUNYCU – 0153**
 - Enter extra endorsements such as Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *as applicable*
 - OR
 - **Third Assistant Engineer in accordance with SUNYCU-0186**
 - Enter extra endorsements such as Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *as applicable*
- 2. Leave "For Renewal Transactions Only" box blank
- **Section III: Safety and Suitability**
 - 1. Do not check this box – you are not exempt from holding a valid TWIC
 - 2. If *YES* to any question in this section, you must include a conviction statement using form [USCG-719C](#)
 - 3. Check the National Driver Registry (NDR) box
- **Section IV: Mariner's Consent/Certification**
 - 1. Mariner Outreach System (MOS) is optional, check either Yes or No
 - 2. Check box #2 Document of Continuity
 - 3. Do not check box #3 – you are all over 18
 - 4. Third Party is **not optional** for Academy Cadets
 - a) Check boxes #4a - #4d
 - b) Enter the following information:
 - 1. Enter *SUNY Maritime College* as Name of Organization
 - 2. Enter *Mrs. Taleen Stroud, Director of Licensing* as POC
 - 3. Enter *6 Pennyfield Avenue, Bronx, NY 10465* as Street Address
 - 4. Enter *(718) 409-7212* as Phone Number
 - 6. Sign and date form

Physical Form ([CG-719K](#)) Type this form!

- Please make an appointment with Health Services for the Physician Assistant to perform the physical.
 - **Section I: Applicant Information**
 - Fill in section using the same information on the USCG 719B form
 - You may include your email address on this form
 - For "Application Type" check *Medical Certificate*
 - Check appropriate box for "I have a medical waiver"
 - **Section II(a)– Medical Conditions**

- Check appropriate box for the medical conditions listed; this section will be reviewed by medical practitioner
 - **Section II(b)**
 - This section will be completed by medical practitioner
 - **Section III: Medications**
 - Check “None” if appropriate; however, all prescription and OTC medications taken on a regular basis must be reported
 - Applicant type in all medications and dosages in the “Applicant” box
 - Medical practitioner will verify in appropriate box
 - **Sections IV - IX:**
 - To be completed by medical practitioner
 - **Section X: Applicant Certification:**
 - Sign and date at the time of the examination
 - Make sure that your name and DOB appears on the bottom of all five pages
- Certain diagnoses and medications should be discussed with the Physician’s Assistant who can provide guidance on additional documentation that may be required.
- Form may be completed by a personal physician; however, it will still be reviewed by the College’s Physician Assistant. Personal physician must include license number and office contact information on page 5. Any additional information from a private physician must be on letterhead; USCG will not accept this information on a prescription pad.

Citizenship

- US citizens will receive, once all requirements including graduation have been satisfied, an MMC as Third Mate or Third Assistant Engineer, STCW endorsement, and all related certifications.
- Non-US citizens, but legal residents of the United States will receive, once all requirements including graduation have been satisfied, an MMC with a ratings endorsement, STCW endorsement, and all related certifications.
- Non-US citizens in the US on a student visa will receive, once all requirements including graduation have been satisfied, a *Letter of Accreditation* and all related certificates. In order to take the USCG license exam, a letter from Cadet’s country’s consulate may be required stating there is no objection to the Cadet taking the exam.

Fees

- The USCG has implemented a *User Fee Account* for all Cadet applications for USCG credentials.
- Use the following website to pay all transactions: <http://www.pay.gov>.
 - Click on *Find an Agency*
 - Choose *H*
 - Choose *Homeland Security: US Coast Guard National Maritime Center*
 - This brings you to the USCG Merchant Mariner User Fee Payment
 - Click *Continue to the Form*
 - Click *Continue to the Form* again
 - Fill out the top of the form
 - On the last pull-down menu, select *New York – NY* as the Regional Exam Center, NY REC is the College’s servicing Regional Exam Center
 - Social security number must be entered **without dashes**

For US citizens, the payment should look like this:

Please select what you need to pay for	Questions? Click here to Chat	Evaluation Fee	\$100.00
Credential Category	Officer Endorsements and Rating Endorsements	Examination Fee	\$110.00
Type of Endorsement	Original Officer Endorsement	Issuance Fee	\$45.00
Additional Endorsements	Rating Original Endorsement \$100.00	Total Fees	\$255.00
Examination/Testing Fees	Officer Upper Level Exam Fee: \$110.00		
Issuance Fees	Pay MMC issuance fee now \$45.00		

For non-US citizens, the payment should look like this:

Please select what you need to pay for	Questions? Click here to Chat	Evaluation Fee	\$100.00
Credential Category	Officer Endorsements and Rating Endorsements	Examination Fee	\$110.00
Type of Endorsement	Original Officer Endorsement	Issuance Fee	\$0.00
Additional Endorsements	Rating Original Endorsement \$100.00	Total Fees	\$210.00
Examination/Testing Fees	Officer Upper Level Exam Fee: \$110.00		
Issuance Fees	I will pay my MMC issuance fee later \$0.00		

- Print and retain receipt of the payment screen
- A copy of the receipt is part of the application packet

Before any license can be **released** to a Cadet after graduation, the following must be verified/completed and/or in the Cadet's license file:

- Relinquish Cadet MMC, *if applicable*
- Copy of FCC license, *if applicable*
- Flashing Light certificate passed within one year of passing exam, *if applicable*
- Current First Aid and CPR card if took PE 411 more than one year prior to date of application
- If Basic Training (PS 112) is more than five years old from date of graduation, the course must either be retaken or a USCG approved refresher course must be taken to receive new certification.
- If Advance Firefighting (Naut 308) is more than five years old from date of graduation, a one-day renewal course must be taken to receive new certification.
- Sea time verified. The USCG requires Cadets in an Academy 310 program to accrue *at least* 360 days of sea time in the following three categories:
 1. Underway
 - TSES and commercial vessels
 - At least 300 days for deck and 283 days for engine
 2. In-Port Watchkeeping and Maintenance
 - Up to 30 days for both deck and engine
 - 4 TSES maintenance modules

3. Simulator/Shore-based Labs
 - 30 days for deck, Naut 416
 - 47 days for engine, Engr 503, 504, 540. 543

The USCG's website is where one can find a wealth of information including application status.

- Follow these instructions to check application status:
 - Go to www.uscg.mil/nmc
 - Select *Application Status*, located on the left navigation pane
 - Search using either Mariner Number and Application ID **OR** last name, last four digits of SSN, and date of birth
 - Current status of application will appear.

Important Additional Information:

- **Adhere to all published deadlines; late applications will not be processed!**
- The College offers four graduations per year: January, May, July, and September – although only the January and May graduations have a traditional graduation ceremony, September has a recognition ceremony. All graduation requirements **must** be completed, including passing the USCG license exam, in order to graduate. If any requirement is not met by the conferral date, graduation will be rolled to the next graduation date.
- **You need to apply for graduation with the Registrar at least 2 months prior to graduation date.** The form can be found on the College website under the Registrar.
 - Application deadline for January 2017 graduation is November 11, 2016.
 - Application deadline for May 2017 graduation is February 10, 2017.
- It is the Cadet's responsibility to read college email daily as it is the most common communication vessel of the License Department. If an email is not bounced back, it is assumed that *the email has been received, read, understood, and will be acted upon as necessary.*
- If you have any questions or concerns regarding this process, please contact the License Department:
 - Mrs. Stroud, 718-409-7212 or tstroud@sunymaritime.edu
 - Mate Smith at 718-409-7419 or lsmith@sunymaritime.edu