INSTRUCTIONS FOR USCG LICENSE APPLICATIONS

A 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 s/he has passed all SUNY Maritime College’s requirements to test including seminar.

General
- Submit completed application and required documents to the Licensing Office located within the Student Affairs suite, 1st floor Baylis Hall.
- 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 includes the following, will be accepted:
  - Required documents from cadets:
    - Third party release form, if not previously submitted with Personal Data Sheet
    - Clear color copy of front and back of TWIC card
    - Clear color copy of passport, if not in possession of an MMC
    - Clear color copy of the pay.gov payment receipt for the correct fee (instructions below)
    - Application form (CG-719B) – typed
    - Physical form (CG-719K), if completed by private physician
    - Notarized Oath form or be sworn in by License Coordinator if not in possession of an MMC
    - Copies of discharge paper(s) or sea service letter(s), if sailed Cadet Shipping
    - copies of PIC documents, if applicable
    - Copies of Tankerman PIC discharges, if applicable, showing 90 days on a tanker, transfer letters, and recommendation letter from commercial vessel company
    - Tankerman Barge Certificate showing 60 days sea time on a tanker barge, if applicable
    - Copies of documentation/certifications, such as VSO or FRB, if applicable
    - Chemical testing report (CG-719P), if not physically taking classes at Maritime within the previous six months of license application
  - License Department responsibility in obtaining:
    - Drug letter if Cadet was physically taking classes at Maritime within the previous six months of license application
    - Character reference letter
    - Sea service tracking
    - Copies of certificates such as Vessel Security Officer, Fast Rescue Boat, etc.

Application Form (CG-719B)
- Use link provided to type information. USCG accepts only typed application forms.
  - Section I – Personal Data:
    - Complete ALL boxes
    - Use COMPLETE first name and FULL middle name. No nicknames.
    - Use 718-409-4735 for fax number if you don’t have a personal fax
    - Use your school email for email address
    - Use any emergency contact as next of kin
    - Use home of record address
  - Section II – Type of Transaction:
    - Check off “Original” in License
    - Check off “Raise in Grade” in MMC if in possession of a Cadet MMC; otherwise, check “Original”
    - Check off “Original” in STCW Certificate
    - Applying for:
      - DECK – Third Mate Oceans Steam and Motor any Gross Tonnage, Radar Observer Unlimited, Medical Care Provider, Lifeboatman, AB Unlimited
        - Add [Vessel Security Officer, Tankerman Assistant or PIC, Fast Rescue Boat, if seeking these endorsements]
      - ENGINE – Third Assistant Engineer – Steam, Motor, or Gas Turbine of any horsepower, any unlicensed rating in the Engine Department, Lifeboatman, Medical Care Provider
        - Add [Vessel Security Officer if seeking this endorsement]
Skip to “Current or Previous License/Merchant Mariner’s Document”: List any USCG license/MMC held, including Cadet MMC. Be sure to include the place of issue – Martinsburg, WV – and date of issue. If no previous license/MMC, write NONE in the description box.

- **Section III – Narcotics, DWI/DUI, and Conviction Record:**
  - Use “X” to select each appropriate answer and sign
  - If YES to any question in this section, attach a typed and signed statement of explanation
  - Sign and date section

- **Section IV – Character Reference:**
  - Place “X” in box; College will provide reference letter

- **Section V – Mariner’s Consent:**
  - Sign National Driver Registry box
  - Signing Tracking System is optional

- **Section VI – Certification and Oath:**
  - Sign in Certification box
  - Leave Oath box blank

**Physical Form (CG-719K)**

- The physical is usually conducted on 1st Class Cruise either by the ship’s doctor or Physician’s Assistant. Exception is September license candidates whose physical must be completed by the deadline given at the January meeting for those Cadets who plan to graduate in September.

  - **Printed name and date of birth must be legibly written on the bottom of each page of the form.**
    - **Section I: Applicant Information and Certification**
      - Legibly fill in entire section
      - Sign and date
    - **Section II – Release**
      - Read, sign, and date Section II
    - **Sections III & IV**
      - Applicant must complete these two sections which will be reviewed by verifying medical practitioner
    - **Sections V – IX**
      - These sections are completed by medical professional(s)

- Certain diagnoses and medications should be discussed with the Physician’s Assistant and License Coordinator who can provide guidance on additional documentation that may be required. Click here for further medical information.

- Form may be completed by a personal physician; however, it will still be reviewed by the College’s medical staff. Personal physician must include license number and office contact information on page 9. 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 Engineering, 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 and an STCW endorsement only.

- Non-US citizens in the US on a student visa will receive, once all requirements including graduation have been satisfied, a Letter of Accreditation only. In order to take the USCG license exam, a letter from Cadet’s country’s consulate is required stating 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](http://www.pay.gov).

  - Click on Agency List under “What Federal Agencies Can I pay?”
  - Choose U
  - Choose United States Coast Guard
  - Choose USCG Merchant Mariner User Fee Payment
  - Click Continue to access form
  - Fill out the top of the form
    - On the last pull-down menu, select New York – NY as the REC in which the application will be sent
    - Social security number must be entered without dashes
  - Click Continue
  - Under Evaluation Fees choose Original MMC w/upper level officer endorsements $100
  - Click Continue
o Under Examination Fees choose Original MMC w/upper level officer endorsements  $110
o The Issuance Fee for processing the MMC is $45. This fee applies to US citizens and residents only. Foreign Cadets do not pay this fee as license will not be issued in the US.

o Continue to the payment page, chose method of payment, pay the $255 fees for US citizens, $210 for foreign Cadets

o Print and retain receipt of the payment screen.

o A copy of the receipt is part of the application packet that is sent to the USCG

Before any license can be released to a Cadet after graduation, the following must be in the Cadet’s license file:

- Original Cadet MMC, if applicable
- Copy of FCC license, if applicable
- Flashing Light certificate passed within one year of passing exam, if applicable
- Copy of First Aid and CPR card if took PE 411 more than one year prior to date of application
- If BST 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 Radar is more than five years old from date of graduation, a one-day renewal course must be taken to receive new certification.

The USCG National Maritime Center’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 promptly processed by either SUNY Maritime College’s Licensing Office or the National Maritime Center (NMC).
- The College offers four graduations per year: January, May, July, and September – although only the January and May graduations have a 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.
- 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 it has been received, read, and understood.
- If you have any questions or concerns regarding this process, please contact Mrs. Stroud at 718-409-7212 or tstroud@sunymaritime.edu.