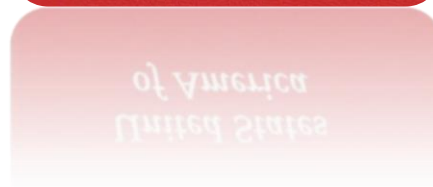
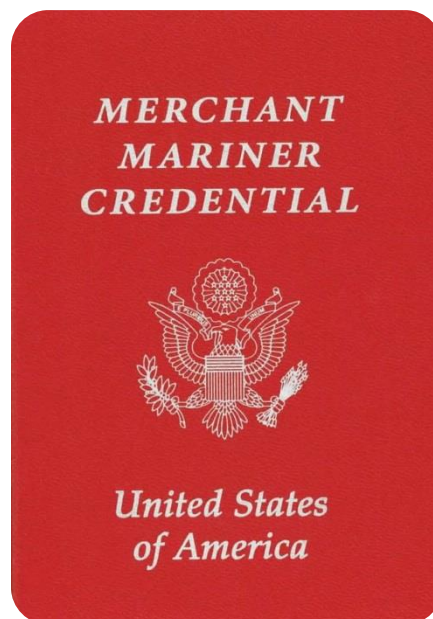


# MMC Application Process

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3<sup>rd</sup> Mate and 3<sup>rd</sup> Assistant Engineer

Office of Licensing and Cadet Shipping  
September 2016 Graduation Candidates



Revised January 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 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, 1<sup>st</sup> floor Baylis Hall NLT \_\_\_\_\_.
- **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
    - Clear **color** copy of front and back of TWIC card
    - Clear copy of your social security card (SSN card), *if applicable*
    - Clear **color** copy of passport, *if not in possession an MMC*
    - 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 fee (instructions below)
    - Application form ([CG-719B](#)) – typed – access all forms at [www.sunymaritime.edu](http://www.sunymaritime.edu), click on Student Affairs, then click on Coast Guard Licensing on the left navigation pane
    - Physical form ([CG-719K](#)) - typed
    - Notarized Oath form or be sworn in by License Coordinator if not in possession of an MMC
    - 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 tanker, transfer letters, and recommendation letter from commercial vessel company
    - Copies of Tankerman Barge Certificate showing 60 days sea time on a tanker barge, *if applicable*
    - Chemical testing report ([CG-719P](#)), if not a Maritime student within the previous six months of license application
  - License Department 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 an 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" *if not in possession of a lower-level MMC*
    - ✓ In "Officer" row - check off "Raise in Grade" *if in possession of a lower-level MMC*
    - ✓ In "STCW" row – check off "Original"
    - ✓ In "Description of Endorsements(s) Desired" type in the following:
      - **Third Mate in accordance with SUNYCU – 153**
        - Enter extra endorsements such as Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *as applicable*
      - OR
      - **Third Assistant Engineer in accordance with SUNYCU-186**
        - Enter extra endorsements such as Vessel Security Officer, Tankerman PIC, Fast Rescue Boat, *as applicable*
  - 2. Renewal Transactions Only – If you have a lower-level MMC, other than Cadet, you will most likely want to check this box. If you don't, your 3<sup>rd</sup> Mate or 3<sup>rd</sup> A/E will take on the life of the earlier document; therefore, not allowing you the full five years on your 3<sup>rd</sup> Mate or 3<sup>rd</sup> A/E license.
  - **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 Diver 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 box #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. [Click here](#) for further medical information.
- 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 Cntr*
  - This brings you to the USCG Merchant Mariner User Fee Payment
  - Click *Continue to the Form*
  - Click *Continue to the Form* again
  - Scroll down and click *Continue*
  - 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**

- Under *Evaluation Fees* choose *Original MMC w/officer endorsements*: \$100
- Click *Continue*  
Under *Examination Fees* choose *Original MMC w/upper-level officer endorsements*: \$110
- The *Issuance Fee* for processing the MMC is \$45. Non-citizens do not pay the issuance fee
- Continue to the payment page, chose method of payment, pay the \$255, \$210 for non-citizens
- 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:

- Original 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.
- If Radar 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'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](http://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 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.**
- 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, and understood.***
- If you have any questions or concerns regarding this process, please contact either Mrs. Stroud at 718-409-7212 or [tstroud@sunymaritime.edu](mailto:tstroud@sunymaritime.edu) or Mate Barnes at 718-409-7419 or [rbarnes@sunymaritime.edu](mailto:rbarnes@sunymaritime.edu).