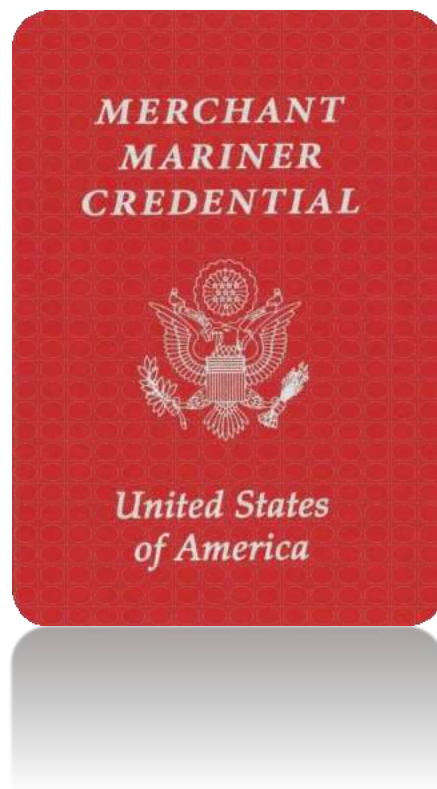


Merchant Mariner Credential Application Process

Cadet Merchant Mariner Credential

CSU Maritime Academy - USCG Licensing Programs
2020 Sea Training II/CRU 200 and 250 Participants



CADET (ENTRY LEVEL) LICENSE APPLICATION INSTRUCTIONS

General Information

- 3/C Deck and Engine license-track cadets are required to apply for an entry level Cadet MMC in the fall of their sophomore year. Failure to meet this timeline will result in a delay of commercial shipping.
- Visit the Cadet Application webpage @ csum.edu/web/coast-guard-licensing/ for more information on all aspects of the entry level Merchant Mariner Credential application process.
- Adobe reader is recommended for viewing and completing all USCG forms!
- The USCG CG-719K Medical Certification Application Form and a completed physical exam is required with your Merchant Mariner Application packet. ***Sports physicals do not replace the USCG physical.***
- You will be assigned a physical appointment block at Student Health Center during the fall term. It is your responsibility to schedule an appointment during your assigned block.
- **Complete application packets are due the week of your physical exam!** The USCG has imposed strict processing timelines, failure to submit your packet by your due date will result in a drop in your interview status and you are not guaranteed receipt your MMC in time for Sea Training II shipping dates.
- An appointment is required to submit your application packet to the Licensing Office.
- ***All forms must be typed single sided. Do not staple forms. Save an electronic copy of your application!***
- Disregard instructions contained in USCG 719B and 719K forms and refer to instructions provided here.
- Make sure all required portions of the application are completely filled out.
- Failure to adhere to all deadlines will result in lowered interview status for Sea Training II.
- Only complete applications, which include the following, will be accepted:

Required documents from cadets **(place in the following order)**

- Cadet Statements of Understanding Form** *completed online, print, initial and sign.*
- MMC Application Third Party Release Form** *completed online, print and sign.*
- Medical Certificate Third Party Release Form** *completed online, print and sign.*
- CG-719B MMC Application** – **typed and printed single sided.** DO NOT STAPLE!
- IF APPLICABLE** - Clear **color** copy of all pages of **current MMC.**
- IF APPLICABLE** **CG-719C Conviction Statement** – **typed** –*for all convictions including driving related convictions other than minor traffic violations, military court martial, and foreign court convictions. Failure to report will delay your credential and may result in denial.*
- IF APPLICABLE**-**CG-719P DOT/USCG Periodic Drug Testing form** and lab results *if not an actively enrolled within the previous six months of license application.*
- Clear **color** copy of front of TWIC card
- Clear **color** copy of signature and photo/personal info pages of U.S. Passport
- IF APPLICABLE**-Clear **color** copy of the front and back of **Permanent Resident Alien Card.**
- IF APPLICABLE** -Clear **color** copy of **U.S Certificate of Naturalization.**
- Clear copy of the **PAY.GOV** payment receipt for correct fees (instructions below).
- CG-719K Medical Certificate Application/Physical form, pages 3-10, typed, printed single sided, and completed by a physician.** DO NOT STAPLE!

The Licensing Office will provide:

- Random Drug Screen Participant letter if a current or previous Cal Maritime student within the previous six months of license application.
- Copies of STCW certificates, i.e. VPDS as appropriate.

Application Form CG-719B *Best if viewed in Acrobat reader! Remember to Re-name and Save!*

- Use link provided to type and complete **pages 3-5**; referring to the [sample CG-719B Cadet form](#) to assist you with this process. **Please ignore CG-719 B pages 1-2 and use instructions here.** The USCG **will only accept typed, single sided application forms.** DO NOT STAPLE THIS FORM! You must complete electronically as appropriate, paying special attention to the following areas:

- **Section I – Applicant Information: All information is required, unless noted below!**
 1. Use COMPLETE first name and FULL middle name, include suffix *if applicable*. Your name must match your passport and Driver’s License exactly. **You must account for all names**, if there is not enough room, list your first middle name and use an initial for 2nd middle name. All hyphenations, suffixes (Jr., II, etc.) and apostrophes must be listed.
 - 2a. **Include your SSN**, unless you already have an MMC-if so, leave this blank.
 - 2b. **Leave Blank** - unless you already have a credential. If so, provide your mariner ref. #.
 - 2c. **Leave Blank** - unless applicable, please supply Alien Registration Number
 3. Provide your **Date of Birth**
 4. List **USA** for all US citizens. If foreign national, please contact the Licensing Office.
 - 5a-c City, State and COUNTRY, not County of Birth
 - 6a. Provide *Home of Record* address **using the same information on the 719K physical form. Addresses must be the same on both the 719B and 719K. Do not use Cal Maritime address** as home address.
 - 6b. Delivery Address: Street Address – Enter: *See Third Party Authorization*
 - 6c. Use your cell phone number as primary phone number.
 - 6d. Email – Enter: *See Third Party Authorization* **DO NOT list your email!**
 - 6e. **Alternate** Phone Number – Enter: *(707)654-1297*
 - 6f. Other – Enter: *Fax (707) 654-1296*
 - 7a. List **Next of Kin/Emergency Contact Name**. Check box if contact’s address is the same as 6a or provide address.
 - 7b-e. Complete this optional information as preferred. An email or phone # is recommended.
- **Section II: Requested Coast Guard Credential(s) – refer image below for correct entries**

Cadet Endorsement Request

Section II: Requested Coast Guard Credential(s) Credential or Endorsement Type(s) Requested:						
Endorsement Category	Transaction Type (Check all that apply: See instructions for definitions and additional requirements for the transaction below)					
	Original	Renewal	Duplicate	Raise of Grade, New Endorsement or Increase in Scope	Certificate of Registry	Document of Continuity
Officer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Qualified Rating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STCW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Entry Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Description of Endorsement(s) Desired: Include all appropriate information - Officer (i.e. Deck - Master/Mate/Propulsion/Tonnage/Route/United States Registered Pilot OR Engineer Grade - 3rd AE; DDE/Propulsion/Horsepower) Ratings (i.e.: Able Seaman, Tankerman, QMED, Lifeboatman) **(Please Print)**

Cal Maritime Cadet enrolled in 310 Program, ELR, VPDSB

Cadets will select the following endorsement categories and transaction types:

- Officer: No Entry – not applicable.
- Qualified Rating: No Entry – not applicable.
- STCW = Original**
- Entry Level= Original**

Cadets must type the following endorsement in the blue box:

Cal Maritime Cadet enrolled in 310 Program, ELR, VPDSB

If you currently hold a MMC, please see the Licensing Coordinator with your MMC to determine the proper endorsement selections and fees.

- **Section III: Safety and Suitability**
 1. Do not check this box – you are not exempt from holding a valid TWIC
 2. Answer Yes or No to each question in this section, and disclose any convictions. **If YES to any question, you must include a conviction statement, using form [USCG-719C](#).** *This includes driving related convictions other than minor traffic violations, military court martial, and foreign court convictions. Failure to report convictions will delay your credential and may result in denial.*
 3. **Check the National Driver Registry (NDR) box** (this is mandatory).
- **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 over 18.
 4. Third Party is **not optional** for cadets processing through Cal Maritime
 - a) Check boxes #4a - #4d
 - b) Enter the following information:
 1. Enter: **Cal Maritime – Please see attached** as Name of Organization-
 2. Enter: **Robyn Christopher** as POC
 3. Enter: **200 Maritime Academy Dr. Vallejo, CA 94590** as Street Address
 4. Enter: **707-654-1297** as Phone Number
 5. Print single-sided pages 3-5 only (do not print instruction pages).
 6. Save a copy to your drive! You will complete the same CG-719B form for all renewals and upgrades to your MMC throughout your career as a mariner.
 7. **DO NOT SIGN OR DATE YOUR FORM!** Your signature must be witnessed by an authorized representative of the USCG.
 8. DO NOT STAPLE your form!

Physical Form/ [CG-719K Medical Certificate](#) Best if viewed in Acrobat! Remember to Re-name and Save!

- You are required to provide a completed CG-719K form with your application packet. You will be assigned to an appointment block for completion of your physical. Please note that **sports physicals do not replace the USCG physical.**
- **It is your responsibility to contact the Student Health Center to book your appointment for your physical during your designated week.** Please be aware that there are very limited walk-in appointments available, if you miss your appointment week, you will likely have to schedule a physical with a private physician, and your application could be delayed.
- You may use a private physician to complete your physical, however the exam must be completed using the CG-719K form. PLEASE NOTE: You will be responsible for contacting the private physician for any errors, omissions or amplifying information to the CG-719K form, as requested by the USCG.
- Use the link provided above to **complete your portion of this form prior to your appointment!** A [sample CG-719K form](#) is available to assist you with this process. Please review all information carefully and use it while completing your form, then print **a single sided copy of pages 3-10** and bring with you to your appointment. Only typed forms (completed online) are accepted. **DO NOT STAPLE THIS FORM!**

- **Section I: Applicant Information**
 - Fill in section **using the same information on the USCG 719B form. Addresses must be the same on both the 719B and 719K!**
 - **Do not provide Delivery Mailing Address**, enter: *Refer to Third Party Authorization*
 - **Do not include your email address**, enter: *Refer to Third Party Authorization*
 - Endorsement Held or Sought – choose these selections:
 - Deck
 - Engine
 - Food Handler
 - STCW
 - Entry-level with lookout duties- **DECK ONLY!**

- **Section II – Food Handler Certification**
 - This section will be completed by medical practitioner.
- **Section III (a) – Medical Conditions**
 - Leave this section BLANK, and complete with the practitioner at your appointment.
- **Section III (b)**
 - This section will be completed by medical practitioner, who must provide comments for all conditions checked “Yes”
- **Section IV: Medications**
 - Do you currently use any medications? Check Yes or No
If answering *Yes*, list each prescription and OTC medication taken on a regular basis, including birth control and vitamin supplements. Include dose and frequency.
 - Medical practitioner will comment in appropriate box
- **Sections V - IX:**
 - To be completed by medical practitioner
- **Section X: Applicant Certification:**
 - Sign and date at the time of your examination.
- **Section XI (a) – Applicant Consent**
 - The Student Health Center is required to act on your behalf while processing your Medical Certificate application. Sign in ink and date the day of your physical.
- **Section XI (b) – Consent for CG to Release Information to Third Party and**
- **Section XI (c) – Consent for Third Party to Act on My Behalf**
 - The Licensing Office is required to act on your behalf while processing your Medical Certificate application. *These fields are pre-populated on the website 719K form!*
 - Name of Organization: California Maritime Academy
 - Organization Point of Contact: Robyn Christopher
 - Address: 200 Maritime Academy Dr. Vallejo, CA 94590
 - Sign in ink and date the day of your physical.

Make sure that your name and DOB appears at the top of all pages-this information should auto fill when completing your form electronically. You may neatly print these sections only, if necessary.

- Certain diagnoses and medications should be discussed with the medical practitioner who can provide guidance on additional documentation that may be required.
- Medical Certificate form may be completed by a personal physician. 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 information on a prescription pad. Remember to review the form before you leave your appointment to ensure all required information has been provided!

Fees

All fees are payable from the Pay.Gov website. Link and instructions are provided below. For cadets applying for their MMC for the first time, payment selections should look like this:

Please select the Regional Exam Center where you will, or have sent your application, *

Oakland - CA

Please select what you need to pay for [Questions? Click here to Chat](#)

Credential Category
Rating Endorsements only

Type of Endorsement
Rating Original Endorsement \$95.00

Additional Endorsements

Examination/Testing Fees
I will pay my exam fees later: \$0.00

Issuance Fees
Pay MMC issuance fee now \$45.00

Evaluation Fee
\$95.00

Examination Fee
\$0.00

Issuance Fee
\$45.00

Total Fees
\$140.00

If you currently hold a credential, or are re-applying, please see the Licensing Office for correct fee selections.

- 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>.
 - Under the Common Payments header, click on United States Coast Guard-“USCG Merchant Mariner User Fee Payment”
 - Click “Continue to the Form”
 - Fill out the top of the form- noting the following:
 - Provide Social Security number or if currently holding an MMC, your 7 digit Merchant Mariner Reference Number, found in your credential book, in the appropriate box.
 - **Select Oakland, CA as the Regional Exam Center** from the drop down menu.
 - Refer to the screenshot above for correct fee selections
 - **Print a copy of your receipt** and include it with your application packet. The pay.gov receipt is required for processing your application!

Citizenship

- In order to apply for an entry level Cadet credential without licensed (Officer) endorsements, you must be either:
 - a U.S. citizen,
 - an alien lawfully admitted to the U.S. for permanent residence, or
 - possess a valid F-1 student visa

AND

 - Possess a valid TWIC,
 - be free of any legal issues, and
 - able to meet all medical requirements for licensure.

Non-US citizens should contact the Licensing office no later than the fall term of their sophomore year for information on applying for a TWIC and discuss options for foreign nationals.

Important Information:

- **Adhere to all published deadlines; late applications will lower your interview status and could defer your Sea Training II enrollment!**
- It is the Cadet’s responsibility to read college email daily. 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.*
- You will be contacted when your credential is available for pick-up. A signature will be required for release of the Medical Certificate and the MMC to the cadet. Credentials are typically distributed in April, just prior to picks.
- Please Note: Your credential is processed with the assumption that you will complete NAU 104 or an approved VPDSP certificated course. You will not be issued your MMC without verification that you have completed VPDS requirements.
- Please Note: When applying for officer endorsements as a senior, 3rd Mate and 3rd Assistant Engineer MMC’s are tied to program completion, which includes all seatime, watchstanding, academic and USCG exam requirements. You cannot be issued a 3rds credential without completion of all degree requirements of your program. Conversely, you cannot be issued a diploma or any program-related certifications without passing your licensing exams and fulfilling all program requirements.

No Diploma = No License. No License = No Diploma.
- If you have any questions or concerns regarding the application process, please contact the Licensing Coordinator at 707-654-1297 or rchristopher@sum.edu