CAL MARITIME

To: 1/C Deck and License Track Engine Cadets

From: Robyn Christopher, Coordinator, USCG Licensing Programs

Date: 3 September 2019

Re: USCG Exams and License Applications

Senior year is a dynamic time, filled with classwork, studying, applying for your officers' credential, USCG exams, interviews, career decisions, and preparing to move forward in your personal and professional life. Collectively, we have much work to do this year!

In order to sit for your USCG licensing exams during the **January 6-10, 2020** exam series offered at Cal Maritime, you:

1. Must have completed all required seatime and watchstanding by the end of spring 2020 term.
2. Must be academically complete or on track to complete all academic coursework by the end of the spring 2020 term.
3. Must submit your completed 3rd Mate or 3rd Assistant Engineer application packet by the posted deadline. This includes a current USCG Medical Certificate application/physical.
4. Must receive an Approval to Test letter from the USCG, which includes medical clearance for a USCG medical certificate.

Completed applications are now being accepted, with a final deadline of **September 24, at 1600.** Please note that the USCG has imposed strict processing timelines; applications submitted after this date are not guaranteed a seat for the January 2020 exams. Avoid the stress and make the Licensing Coordinator happy by submitting your application early!

You will find all necessary forms and detailed instructions for completing the license application packet on the Cal Maritime Licensing website @ www.csum.edu/web/coast-guard-licensing/home.

- Go to the Licensing Programs home page and click on the 3rds Application Process link.
- Click on the 3rd Mate/A.E. Application Packet link. All information and links to forms and websites needed to complete the application process are provided in this packet. Links to sample completed documents are also provided in the application packet. Review all provided information carefully and use it to complete your application packet.

Please note that a short appointment with me is necessary to submit your application. Appointments are available on a first come-first served basis, and can be scheduled from the Passport system. Only completed application packets will be accepted, please use the checklist provided on the first page of the application packet to ensure that you have included all required documents, in the correct order, prior to arriving for your appointment. Checklists will also be available from the Licensing Office to ensure that you have included all required documents,

I will be visiting License Prep and Naval Architecture sections in the next few days to answer questions and briefly explain the application process. I encourage you to review the application packet now, so you will have a chance to prepare any questions you may have ahead of my visit to your class. Your Corps staff is also familiar with the application process and can assist you in completing your application.

I cannot over-emphasize the need for you to meet all deadlines, turn in complete and accurate paperwork and to read and comply with all emails and requests originating from the Licensing Office. The fastest way for me to reach you with time-sensitive issues is by phone/voicemail. **You must have a phone number with an activated voicemail account with your name clearly stated in the voice mailbox receiving calls, and you should check your voicemail and campus email daily.**

Thanks, in advance, for your cooperation and attention to this important process. If, after reviewing the application packet and instructions, you have any questions, please visit my office, located in Room 105 of the Student Services building, or call me at 707-654-1297 or email me at rchristopher@csum.edu

CALIFORNIA MARITIME ACADEMY

200 Maritime Academy Drive, Vallejo CA 94590-8181 • PHONE (707) 654-1000• FAX (707) 654-1001• www.csum.edu

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