

# INSTRUCTIONS FOR COAST GUARD LICENSE APPLICATIONS

## PRINT AND KEEP AS REFERENCE

### General

Submit all required information to the License Coordinator (Sam Posner) in Student Affairs, Baylis Hall. Only complete packages will be accepted.

The information/check-off sheet is for you to use. It shows what has to be turned in for the first submittal.

Only turn in the forms, keep the explanation sheets and directions.

**Until all paperwork is in and background and medical checks are passed, Coast Guard has approved you to test and you have passed seminar you won't be allowed to sit for the exam.**

**Late applications will not be processed promptly by the Coast Guard. Check your work for completeness. If the application package isn't complete it will not be submitted to the Coast Guard for processing until it is complete.**

**When submitting your forms do not staple together.**

As of April 15, 2009 TSA will transfer your info to the Coast Guard when you obtain a TWIC, but you must request Merchant Mariner status.

### Application Form

Use the links provided to type in forms. Then print and sign. Make sure to sign the oath. **DO NOT DATE** the application form itself. **Date all other forms.** The Coast Guard expects forms typed.

**You must turn in with your application a copy front and back of your TWIC Card and copies of your MMD, MMC, and/or license.**

Deck candidates need: FCC License, Radar, Flashing Light Letter, Basic & Advanced Firefighting and Lifeboatman to obtain a license.

Engine candidates need: Basic & Advanced Firefighting and Lifeboatman

**I must get a copy of your FCC License.** Copies of your First Aid Card and CPR Card should also be given to me. Without copies of these documents, in my file, you will not receive a license.

Do not worry about: Sea service letter, character reference letter, drug free certification (if in school), basic firefighting, advanced firefighting, lifeboatman letters and certificates. The school prepares these at the proper time if you have passed the courses required. Do contact me if they are over 5 years old.

Flashing Light for Deck Applicants must be passed within one year, before or after, you pass the license exam.

If you sailed as Cadet Observer you must submit with your application your original discharges or sea service letters. Plus the original PIC documents, if applying for one.

The Application form asks for the Issuance date for an MMD that you may already have. This date may not be on the older cards, but is exactly the same date as the expiration date minus 5 years.

### Citizenship

If you are a US Citizen, when you have satisfied all the Coast Guard requirements (including graduation) you will receive an MMC as Third Mate or Third Assistant Engineer, STCW endorsement and all the endorsements that would have been on an MMD in the past.

If you are a legal resident of the United States, but not a citizen you will receive only a Ratings Endorsement and a STCW Endorsement.

you are a citizen of another country here on a student visa you will receive a *Letter of Accreditation* only.

Sign all sections of the application through and including the oath. Do not date the application.

You are applying for the following:

#### ENGINEERS

Third Assistant Engineer – Steam, Motor or Gas Turbine Vessels of Any Horsepower, Any Unlicensed Rating in the Engine Department, Lifeboatman, Medical Care Provider.

#### DECK

Third Mate, Oceans Steam and Motor, AGT, AB Unlimited, Radar Observer Unlimited, Medical Care Provider, Lifeboatman, Tankerman Assistant or Tankerman PIC, VSO & FRB, if applicable.

You may apply for Tankerman PIC if you have the transfers and the proper documentation as required by the Coast Guard, passed MT 322 and were on a tanker as cadet observer for 90 days or tank barge for 60 days..

You may also apply for Vessel Security Officer and/or Fast Rescue Boat. Certificates have to be in to the Coast Guard 60 days before graduation. If taking your last semester see me about how to get on your MMC.

### Medical Form

Normally the Medical Form is done on 1<sup>st</sup> Class Cruise by the ship's doctor. You can have the form completed by your own physician. Exception is September Candidates who must have it completed before cruise.

The Form **must be complete**. If you are on a medication then the doctor must indicate what it is for and dosage. Any diagnosis or medication should be discussed with the License Coordinator and Maureen Walsh (in Sick Bay) who can guide you on what additional documentation is needed or you can go to the link on the web page to the medical requirements

Letters from doctors must be on letterhead. The Coast Guard does not accept extra information on prescription pads.

Make sure you sign and date the form.

Until the doctors information is in your medical will not be approved by the Coast Guard.

### Fees

Use the link to [www.pay.gov](http://www.pay.gov) to pay your fees. The local office is New York, NY. They are listed under License Upper Level: Evaluation fee of \$100, exam fee of \$110 and Issuance fee of \$45. Total should be \$255. (If you hold an upper level license exam fee is \$45.00)

If you are not a US Citizen, but a legal resident, your total should be \$255. You will receive an MMC with an STCW Endorsement and ratings.

If you are a foreign citizen here on a student visa only, do not check any issuance fees. Your total should be \$210. You will receive a *Letter of Accreditation*.

### HOMEPORT

This is the Coast Guard website where you can check on:

Application status

Coast Guard Publications on the application process

Look up Coast Guard approved courses

Look up drug screen information and approved Medical Review Officers(MRO)

Go to the college website, click on current students, click on Coast Guard Licensing, click on Homeport link near bottom of page, on left side of page click on Merchant Mariners, in center of the next screen are your

choices. First one is application status. Please wait at least two weeks after your application has been submitted to expect anything posted.

### **TWIC Cards**

You are required, to have a TWIC Card. You can preregister on line. Go to licensing web page for link. You must go to a TSA TWIC Office to process and pick up your card.

### **LICENSE EXAM SCHEDULE**

Test Modules are given as per the attached LICENCE EXAMINATION SCHEDULES. The license exams are given here either in late December or early January. All other times, and for retakes, they are given at the Regional Examination Centers (REC).