

# Commercial Cruise Program (STII)

Meeting #3

Career Services  
11/3/2022



# Office of Career Services

## Director

Lily Espinoza, Ed.D.

## Office Coordinator

Tess Luna

## Career Coordinators

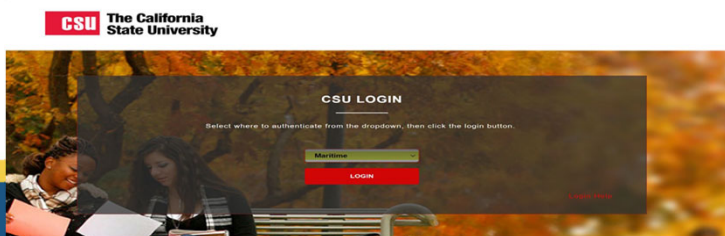
Daisy Gonzalez –  
Engineering (licensed/unlicensed)

Chelsea Leff-  
Marine Transportation (STII- Deck)



# Move It FAQ's

- Why am I getting an error message when trying to submit documents?
  1. Spelling of your designated career coordinators email address is incorrect
  2. Move It login is automatically registering a different CSU (e.g CSU East Bay)
  3. You have left the notes section blank
  4. If you tried all of the above and still receive an error message, contact your designated career coordinator
- Why is my designated career coordinator requesting I re-submit a document?
  1. It is in a format that is unable to be read or opened
  2. You did not provide all necessary pages and sides of the document
  3. The document is not signed



Login to CSU Data Transfer

Username


Password



This is a proxy SP for the CSU's MOVEIt Data Transfer application.



# Past Due Documents

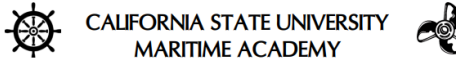
  
**CAREER SERVICES RELEASE FORM**

I, \_\_\_\_\_, authorize CSI Maritime Academy to electronically transmit / mail the documents listed below in order to facilitate shipping opportunities for me in the Commercial Cruise Program.

I understand that to support the Commercial Cruise Program (Sea Training II), Career Services collects and stores the following documents as applicable, in conjunction with participating Cal Maritime departments:

- Basic Safety Training Certificate
- Cadet Application for MMC
- Cadet Data Sheet
- Direct Deposit Form
- Great Coast Physical
- Hazmat (Baseline) Test Results
- Immunization Records
- Medical Insurance
- Medical Release Form
- Release Form of Commercial Cruise Documents
- Merchant Mariner Credential
- Military Sealift Command Medical Cadet Shipping Checklist
- Military Sealift Command Cadet Employment Packet
- Company Employment Packet
- National Security Questionnaire (SF 86)
- Passport
- Sea Time Letters
- Evaluations
- Tanker Safety Course Certification
- TWIC
- Drug Letter from Cal Maritime
- Title IX related courses
- TDMR and PFC related documentation

Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

  
**CADET PERSONAL DATA SHEET**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ MI: \_\_\_\_\_  
DECK OR ENGINE: \_\_\_\_\_ CLASS OF: \_\_\_\_\_  
SOCIAL SECURITY #: \_\_\_\_\_ PASSPORT #: \_\_\_\_\_ EXPIRES: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_\_ PLACE OF BIRTH: \_\_\_\_\_  
HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_ HAIR COLOR: \_\_\_\_\_

\*\*\*\*\*

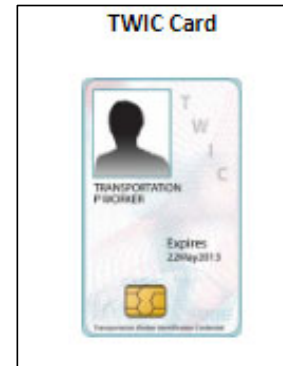
HOME ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_  
CELL PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_  
CSUM E-MAIL: \_\_\_\_\_  
PERSONAL E-MAIL: \_\_\_\_\_

\*\*\*\*\*

EMERGENCY CONTACT: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ CITY/STATE: \_\_\_\_\_

LIST THE CLOSEST AIRPORT YOU CAN FLY OUT OF FROM YOUR HOME: \_\_\_\_\_

Career Services  
200 Maritime Academy Drive, Vallejo CA 94590  
(707) 654 - 1071 / Fax (707) 654 - 1073



**Medical Insurance**



  
 An Independent Licensee of the Blue Cross Blue Shield Association

**HOSPITAL ADMISSIONS REQUIRE PRIOR APPROVAL**

**JOHN A DOE**  
YBC999999999 99

GROUP: 27256000001 75.00 EMER ROOM  
20.00 OFFICE VISIT

**BCBSKC RX** 1-800-228-1436 Preferred-Care

BC PLAN: 280 BS PLAN: 740  
**CUST SERV: 816-232-8396/800-822-2583**

# Required Documents: Passport

- Passports will be due **Friday, November 4th**  
(Color copy of photo and signature page)
- If you need to renew your passport, you may submit a receipt of your renewal application to your designated Career Coordinator by the deadline
- Assuming you return from your commercial cruise in August of 2023, you must have a passport valid through February 2024.
- You must provide a copy of your **signed** passport to your designated Career Coordinator through Move IT


**\*Please note:** Passport must be valid at least 6 months from the final day of your cruise.

Passport



# Required Documents: Medical ROI

- Medical Release Of Information will be due **Friday, November 18th**  
(Please print your name carefully and sign and date)
- Please upload a copy of your signed Medical ROI to your designated Career Coordinator through Move It, and maintain a copy to provide to the student health center during your USCG physical appointment

 CAL MARITIME

Student Health Center  
California State University Maritime  
200 Maritime Academy Drive  
Vallejo, CA 94590  
Phone: 707-654-1171  
Fax: 707-654-1171

Authorize release from:  
(Name of disclosing party):

Name:  
*Cal Maritime Student Health Center*  
Address:  
*200 Maritime Academy Dr.*  
City:  
*Vallejo*  
State: *CA* Zip: *94590*  
Phone: *707-654-1170* Fax: *707-654-1171*

To release to:  
(Name of receiving party):

Name:  
*Cal Maritime Career Services*  
Address:  
*200 Maritime Academy Dr.*  
City:  
*Vallejo*  
State: *CA* Zip: *94590*  
Phone: *707-654-1071* Fax: *707-654-1073*

Specific Dates (if applicable):  
Please check box(es) below for specific information to be released:

<input type="checkbox"/> General Medical Records	Signature _____ Date _____	<input type="checkbox"/> Please mail the records.
<input type="checkbox"/> Psychiatric Records (Excluding C.A.P.S.)	Signature _____ Date _____	<input type="checkbox"/> Please fax the records.
<input type="checkbox"/> Drug/Alcohol Treatment	Signature _____ Date _____	<input type="checkbox"/> I will pick up the records.
<input type="checkbox"/> HIV Test Results	Signature _____ Date _____	<input type="checkbox"/> Provide to Career Services.
<input checked="" type="checkbox"/> Other: <i>USCG Physical Forms</i>	Signature _____ Date _____	Purpose of this release is for: <input type="checkbox"/> Continuity of care <input checked="" type="checkbox"/> Other: <i>See Training II</i>

*See Training II for results & Related Immunization records*

My consent may be revoked at any time. Unless previously revoked, this authorization will terminate one year after the date of my signing. Each disclosure requires an additional signed authorization. Only original signed requests are valid. I understand the copy fee is \$0.25 per page of 5 or more pages. I understand I have the right to receive a copy of this authorization.

Signature of Patient/  
Legal Representative \_\_\_\_\_ Date \_\_\_\_\_ Name of Legal Representative &  
Relationship to Patient \_\_\_\_\_

# Upcoming Meetings (All located in Rizza)

- **Thursday, November 10<sup>th</sup> from 1100-1200:** Military Sealift Command (MSC)
- Thursday, January 26<sup>th</sup> from 1100-1200: Deck Panel: Student and Faculty Insight
- Thursday, February 16<sup>th</sup> from 1100-1200: Engine Panel: Student and Faculty Insight
- Thursday, March 16<sup>th</sup> from 1100-1200: Somewhere Satellite Devices
- Thursday, March 23<sup>rd</sup> from 1100-1200: Cruise Protocols with CAPS, Title IX, Cal Police
- Thursday, April 6<sup>th</sup> from 1100-1200: Discharge letters, Cadet Evaluations, and Cruise Conduct

# CCP Handbook & Presentation

- Part I: Before the Cruise is now available on Cal Maritime Career Services Webpage
- All Commercial Cruise Presentations will be posted on Cal Maritime Career Services Webpage after each meeting



**Commercial Cruise Program (STII) Handbook**

[Home](#) / [Career Services](#) / [Students](#) / [Commercial Cruise Program](#) / Commercial Cruise Program (STII) Handbook

**CAREER SERVICES**  
Career Services Home  
Students ^  
Students Overview  
Career Planning Timeline  
Commercial Cruise Program (STII)  
**Commercial Cruise Program (STII) Handbook**  
Cooperative Education  
Newsletter  
Career Services Staff  
Employers ^

**Commercial Cruise Program (STII) Handbook**

Part I: [Before the Cruise](#) ▾

Part II: During the Cruise- Coming Soon



# USCG Licensing Department

Professor Michael Kazek

Ms. Robyn Christopher