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Student Incentive Program Electronic Enrollment (SIPEE) User Guide for SIP Applicants

Document Version 1.6

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Section 1.0 Introduction

The Student Incentive Program (SIP) is a Federal Program in which the Maritime Administration (MARAD) provides subsistence in Federal funds to students attending one of six State Maritime Academies (SMAs) to become licensed officers in the United States Merchant Marine. SIP payments must be used for tuition, uniforms, books, and subsistence. MARAD has flexibility in distributing SIP payments. The SIP enrollment allocations are limited to the annual fiscal year funding appropriated by Congress for the program. MARAD distributes the enrollment allocations to the SMAs prior to each academic year. The SIP funding shall not exceed the program total maximum of \$64,000 in four consecutive academic years per student.

Each of the six qualified SMAs have a course curriculum in which students can earn a bachelor's degree and the necessary training and skills to qualify to take the examination to become U.S. Coast Guard (USCG) credentialed merchant marine officers. The SMAs are:

- California Maritime Academy in Vallejo, CA
- Great Lakes Maritime Academy in Traverse City, MI
- Maine Maritime Academy in Castine, ME
- Massachusetts Maritime Academy in Buzzards Bay, MA
- State University of New York Maritime College in Throggs Neck, NY
- Texas A&M Maritime Academy in Galveston, TX

Any student who is interested in applying for SIP funds is allowed to submit their interest request. Students whose interest requests are approved are instructed to fill out their enrollment application. Once the application is approved by the SMA and MARAD coordinators, the enrollee will have their Good Standing status updated each semester by their SMA coordinator, and payments to the enrollee will be documented and tracked within the application.

1.1 User Roles

SIP Applicant (Student)

1. Register interest to initiate the SIP process
2. Save, edit, and submit enrollment application
3. Update personal information

1.2 Scope

This document provides step-by-step instructions for performing tasks in the SIPEE application by SIP applicants.

1.3 SIPEE Workflow

The diagram below (See Figure 1-1) illustrates SIPEE application process by students.

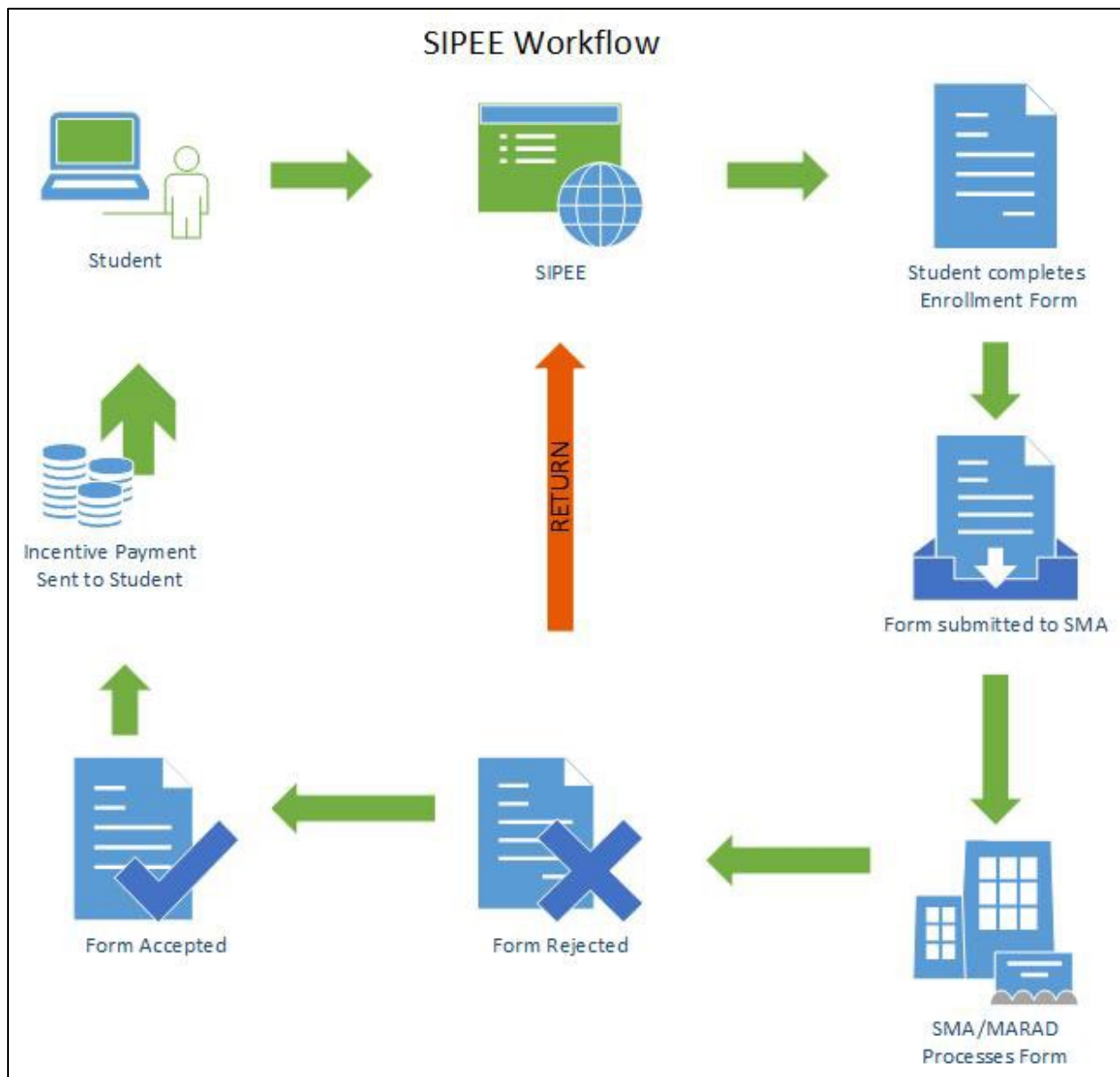


Figure 1-1 SIPEE Workflow Diagram

1.4 Acronyms

[Table 1.1](#) defines the acronyms used in this guide.

Table 1.1 Acronyms

Acronym	Definition
AAPM	Assistant Academies Program Manager
APM	Academies Program Manager
DFCO	Director Financial Control Office
DOT	United States Department of Transportation
DOMLAT	Director of the Office of Maritime Labor and Training
ESC	Enterprise Service Center
FCOA	Financial Control Office Analyst
MSCS	Maritime Service Compliance System
PRISM	Purchase Request Information System
SIP	Student Incentive Program
SIPEE	SIP Electronic Enrollment
SMA	State Maritime Academy

Section 2.0 Accessing SIPEE

2.1 Specifications

SIPEE is designed to run on the following settings:

- Edge and Chrome browsers.
- The browser's Zoom set to 100%.
- Screen resolution of 1920 x 1080 pixels.

Note: Using any other browsers or settings should still work but can result in the system not appearing or performing at its optimum level.

2.2 Access Requirements for SIP Applicants

To be able to access SIPEE:

- SIP applicants will need to create a Login.gov account associated with their personal email address.
 - Login.gov accounts require multi-factor authentication, which is a standard for accessing government systems.
 - Login.gov will present several authentication options, such as receiving a one-time code via text or 'backup codes', that can be utilized.

2.3 Accessing SIPEE

Enter this URL in your browser's address bar: <https://sip.marad.dot.gov/>

The SIPEE Home page is displayed with guidelines for accessing the system and links to various MARAD resources.

2.4 Accessing Help

Help with the SIPEE application process is available by clicking the main menu at the top right, and then clicking the HELP link (See Figure 2-1).

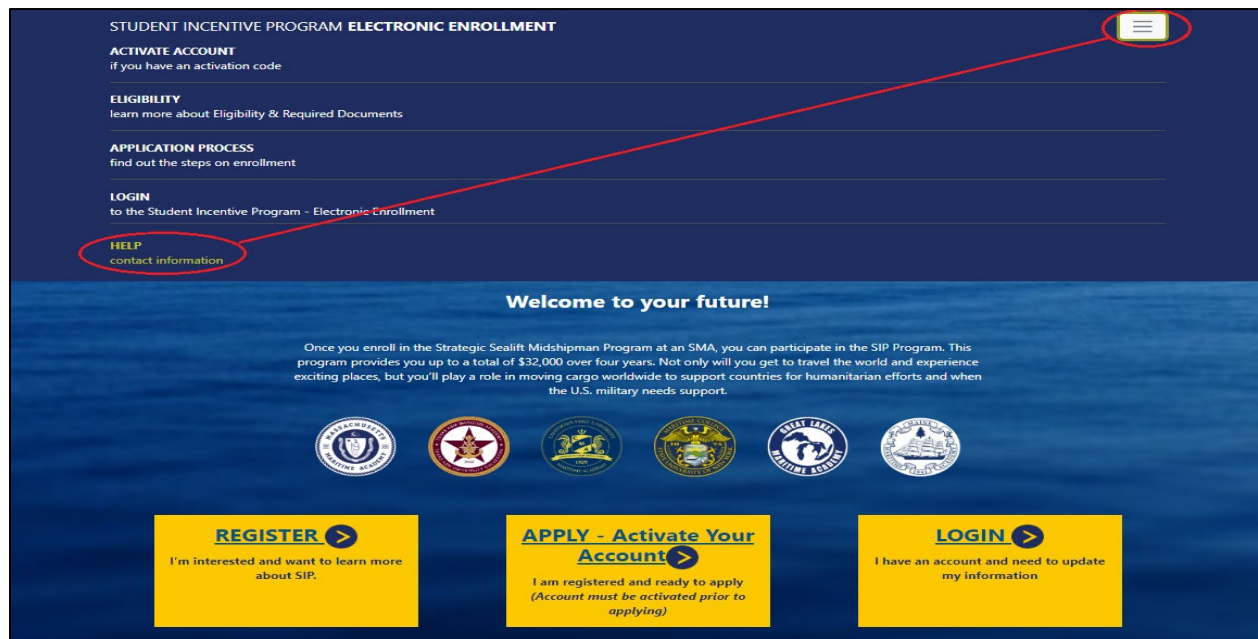


Figure 2-1 Help Link on the Expanded Main Menu

On the SIPEE technical support page is the OCIO Client Center contact information to call 202-385-4357 or 866-466-5221, to email OCIOClientCenter@dot.gov, and the email and phone number for each SMA coordinator (See Figure 2-2).

STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT

For SIPEE technical support

OCIO Client Center at 202-385-4357 or 866-466-5221 (toll free)
Email: OCIOClientCenter@dot.gov

Please use the SIP Coordinator for your State Maritime Academy for issue resolution and support.

School	Representative Name	Email	Phone Number
California Maritime Academy	Bessie Alaniz	balaniz@csum.edu	707-654-1162
Great Lakes Maritime Academy	Scott Fairbank	sfairbank@nmc.edu	231-995-1213
Maine Maritime Academy	LCDR Kelly Gualtieri	Kelly.gualtieri@mma.edu	207-326-2245
Maine Maritime Academy	Lonnie Christian	lonnie.christian@mma.edu	207-326-2357
Massachusetts Maritime Academy	CDR Colleen McRae	cmcrae@maritime.edu	508-830-5000 x5329
State University of New York Maritime College	CAPT Adam Grohman	agrohman@sunymaritime.edu	718-409-7442
Texas A&M Maritime Academy	Sarah Bowman	srbowman16@tamug.edu	409-740-4767

Close

Figure 2-2 SIPEE Technical Support Page, as of May 2025.

Section 3.0 Registering Your Interest in SIP

To register your interest in the program, follow these steps:

1. On the SIPEE landing page click the **Register** link on the lower left of the page (See Figure 3-1).

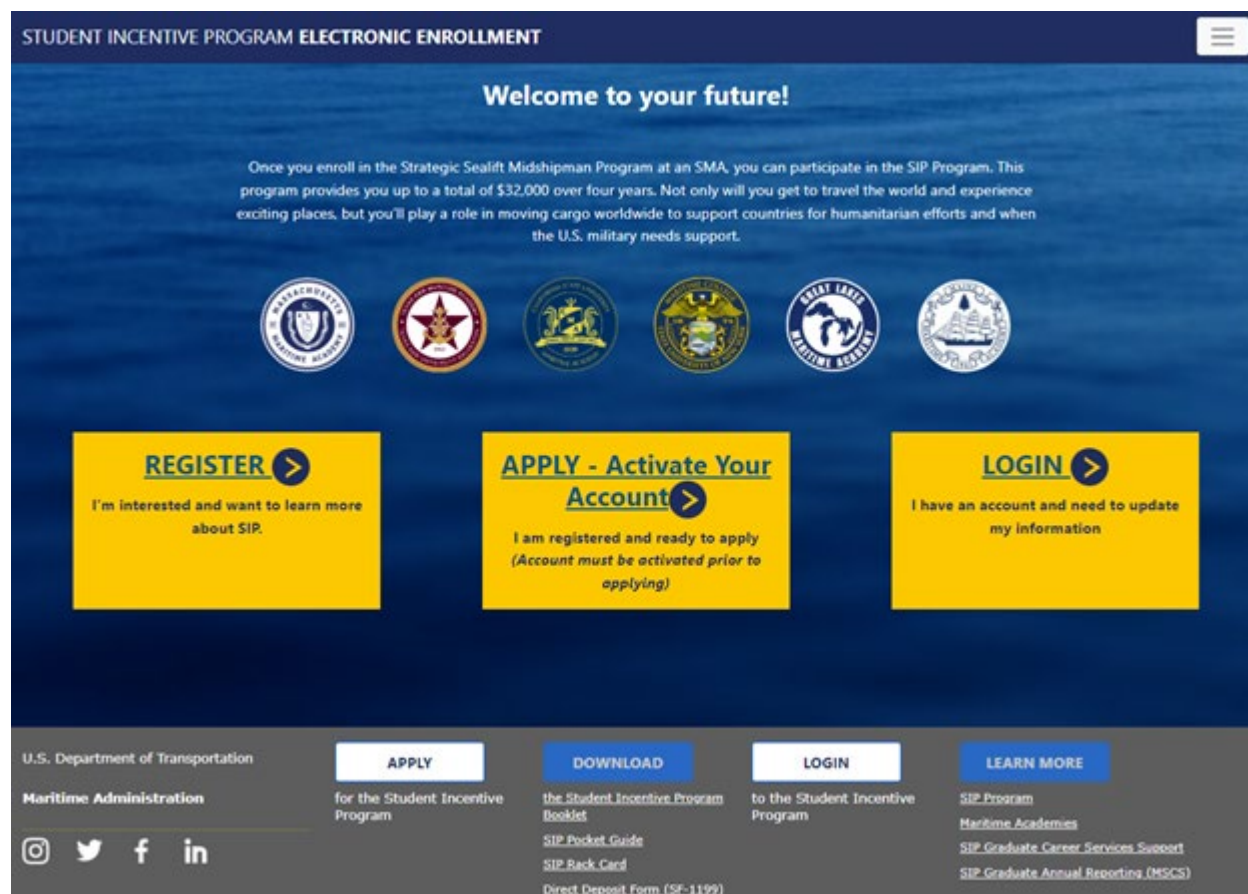


Figure 3-1 SIPEE Landing Page

2. The **Register Interest Form** (See Figure 3-2) is displayed.

The screenshot shows a web form titled "Student Incentive Program Register Interest Form" within a header "STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT". The form contains several input fields and dropdown menus. The fields are organized into rows: "ARE YOU A US CITIZEN?" (dropdown), "FIRST NAME" (text), "LAST NAME" (text); "DO YOU HAVE MIDDLE NAME?" (dropdown), "MIDDLE INITIAL" (text); "DATE OF BIRTH" (date), "RACE" (text), "GENDER" (dropdown); "EMAIL" (text), "PHONE NUMBER" (text), "ARE YOU A MILITARY VETERAN?" (dropdown); "CURRENT MARITIME ACADEMY" (dropdown), "STUDENT ID" (text); "ACADEMY ENROLLMENT DATE" (date), "ANTICIPATED GRADUATION YEAR" (text). At the bottom, there is a "HOW DID YOU HEAR ABOUT THE SIP PROGRAM?" (dropdown) and two buttons: "SUBMIT" and "RESET".

Figure 3-2 SIPEE Register Interest Form

Complete the **Register Interest Form**. It is suggested that you take a screenshot of the form after completing it or write down exactly how you entered your full name. This information will be required later in the process when signing the Application.

The **Register Interest Form** contains the following required fields:

- **Are you a US Citizen?** (dropdown) NOTE: You must be a US Citizen to enroll.
 - Yes
 - No

- **First Name** (textbox)
- **Last Name** (textbox)
- **Do you have a middle name?** (dropdown)
 - If the **Middle Initial** field is left blank, **No** must be selected in this dropdown (See Figure 3-3). If this section is not completed correctly, an error may occur later in the application process when a digital signature is required. The digital signature must match exactly what is entered here.
- **Middle Initial** (textbox)
- **Date of Birth** (text box and pop-up calendar. Must be between the ages of 17 and 38)
- **Race** (dropdown)
 - I choose not to answer (default)
 - American Indian or Alaskan Native
 - Asian
 - Black or African American
 - Hispanic/Latino
 - Native Hawaiian or other Pacific Islander
 - White
 - Two or more races
 - Race/ethnicity unknown
- **Gender** (dropdown)
 - Male
 - Female
- **Email** (textbox)
- **Phone Number** (textbox. Must be 10 digits only, no dashes, periods, or parentheses)
- **Are you a Military Veteran?** (dropdown)
 - Yes
 - No

- **Current Maritime Academy? *** (dropdown)
 - California Maritime Academy
 - Great Lakes Maritime Academy
 - Maine Maritime Academy
 - Massachusetts Maritime Academy
 - State University of New York Maritime Academy
 - Texas A&M Maritime Academy
- **Student ID** (textbox will allow only numbers. Must be the student's unique ID number from the school)
- **Academy Enrollment Date*** (text box and pop-up calendar)
- **Anticipated Graduation Year *** (textbox. Must be a four-digit number greater than 2019)
- **How did you hear about the SIP Program? *** (dropdown)
 - From the Academy (Staff or Student)
 - From an Academy Outreach Event
 - From a Strategic Sealift Officer
 - From the MARAD Website
 - Other

If the full name, or student ID, already exist in the system, an error will be displayed (See Figure 3-3)

The screenshot displays the 'Student Incentive Program Register Interest Form' within the 'STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT' interface. The form is set against a blue background with a white border. At the top, a pink error banner reads: 'Student ID with full name has already existed in SIPEE system. Please contact HelpDesk.' Below this, the form title 'Student Incentive Program Register Interest Form' is centered, followed by the instruction: 'Fill out the form below and your state maritime academy point of contact will get in touch.' The form contains several input fields arranged in a grid. The fields are: 'ARE YOU A US CITIZEN?' (Yes/No), 'FIRST NAME' (Angus), 'LAST NAME' (Young), 'DO YOU HAVE MIDDLE NAME?' (No), 'MIDDLE NAME' (Middle Name), 'DATE OF BIRTH' (08/18/2002), 'RACE' (Asian), 'GENDER' (Non-Binary), 'EMAIL' (michael.haley@dot.gov), 'PHONE NUMBER' (7025551212), 'ARE YOU A MILITARY VETERAN?' (No), 'CURRENT MARITIME ACADEMY' (Texas A&M Maritime Academy), 'STUDENT ID' (7777), 'ACADEMY ENROLLMENT DATE' (08/18/2002), and 'ANTICIPATED GRADUATION YEAR' (2025). At the bottom, there is a question 'HOW DID YOU HEAR ABOUT THE SIP PROGRAM?' with the answer 'From the MARAD Website'. Below the question are 'SUBMIT' and 'RESET' buttons. A second pink error banner at the bottom of the form repeats the message: 'Student ID with full name has already existed in SIPEE system. Please contact HelpDesk.'

Figure 3-3 Register Form with Error

When a date is entered in the **Date of Birth** field, the system will calculate the age of the applicant. The system will return an error if the determined age does not match the age requirement of 17 to 38.

The screenshot shows a web browser window with the URL `sip.marad.dot.gov/SIPMain/PreApplicationForm`. The page title is "STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT". A red error message at the top states: "You are ineligible due to age restrictions. Please contact your SIP Coordinator." Below this is the "Student Incentive Program Register Interest Form" with the instruction: "Fill out the form below and your state maritime academy point of contact will get in touch." The form contains the following fields and values:

ARE YOU A US CITIZEN?	FIRST NAME	LAST NAME
Yes	Rocky	R
DO YOU HAVE MIDDLE NAME?	MIDDLE INITIAL	
No	Middle Name	
DATE OF BIRTH	RACE	GENDER
07/29/1984	I choose not to answer	Male

Figure 3-4 Ineligible Due to Age Restriction

When the **Register Interest Form** is completed and submitted, the Thank You page will display (See Figure 3-5)

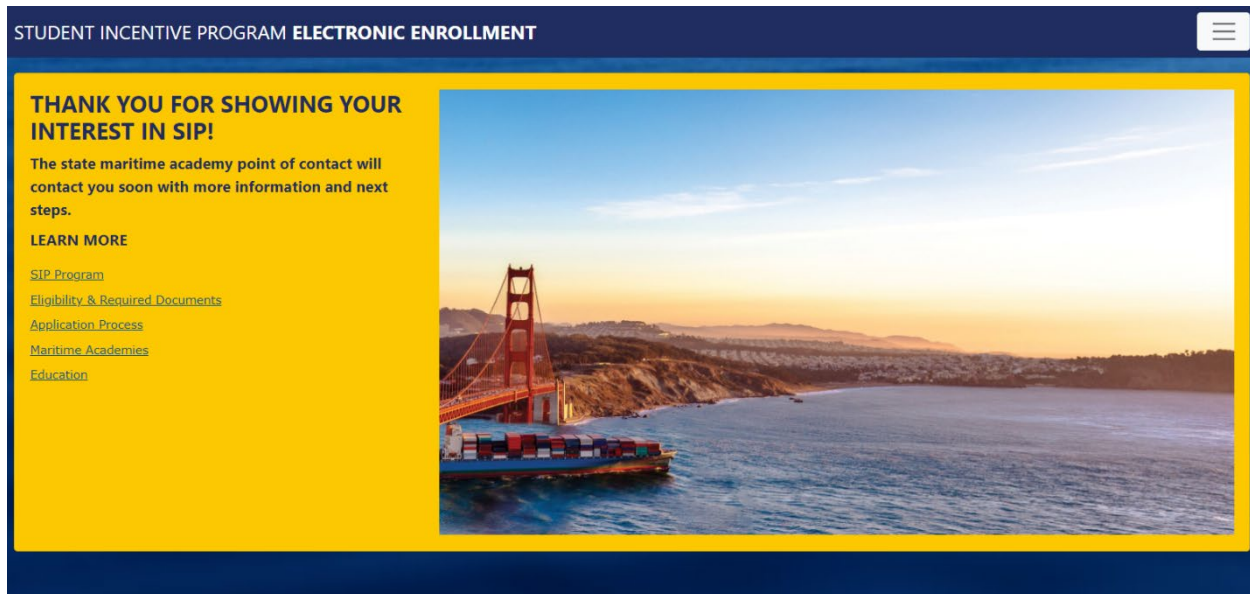


Figure 3-5 Thank You Page

Section 4.0 Activating Your SIPEE Student Account

4.1 Activation Code Sent via Email

After your SMA approves your registration, you will receive an email with an activation code (See Figure 4-1). The activation code is valid for 14 days.

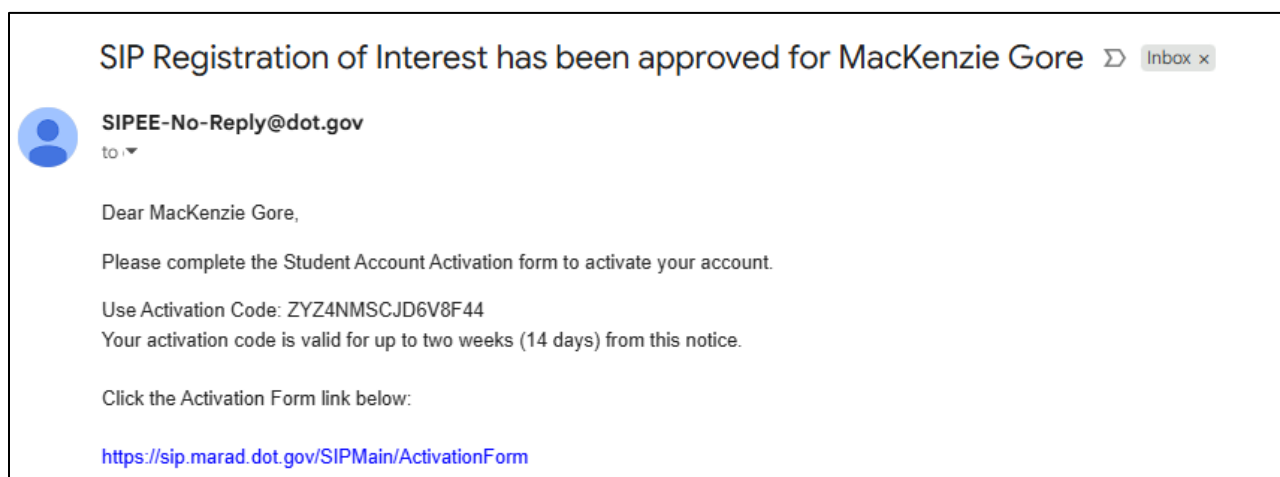


Figure 4-1 Email with Activation Code Sent to Applicant

4.2 If the Activation Code Expires

If no action is taken during the 14-day period, and the activation codes expires, your SMA Coordinator can log into SIPEE and send a new activation code.

4.3 Activate Your Account

Using the link provided in the email, go to SIPEE, and activate your account. There are two ways to do this:

1. Click the **Activate your account** link next to the Login page (See Figure 4-2).

2. Click the menu button  at the top right of the page. This will expand the main menu. Help options can also be found here. Click **ACTIVATE ACCOUNT**.

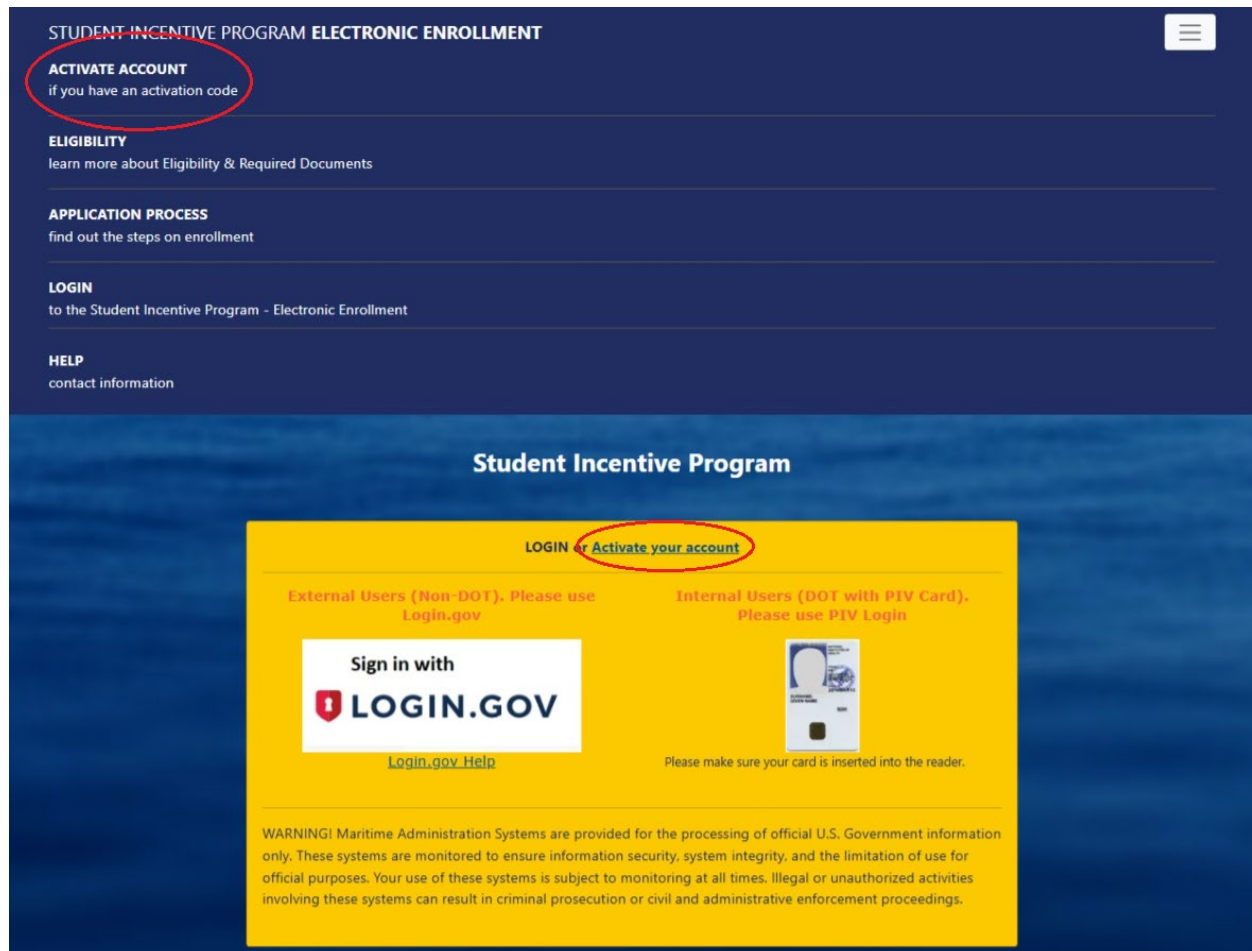
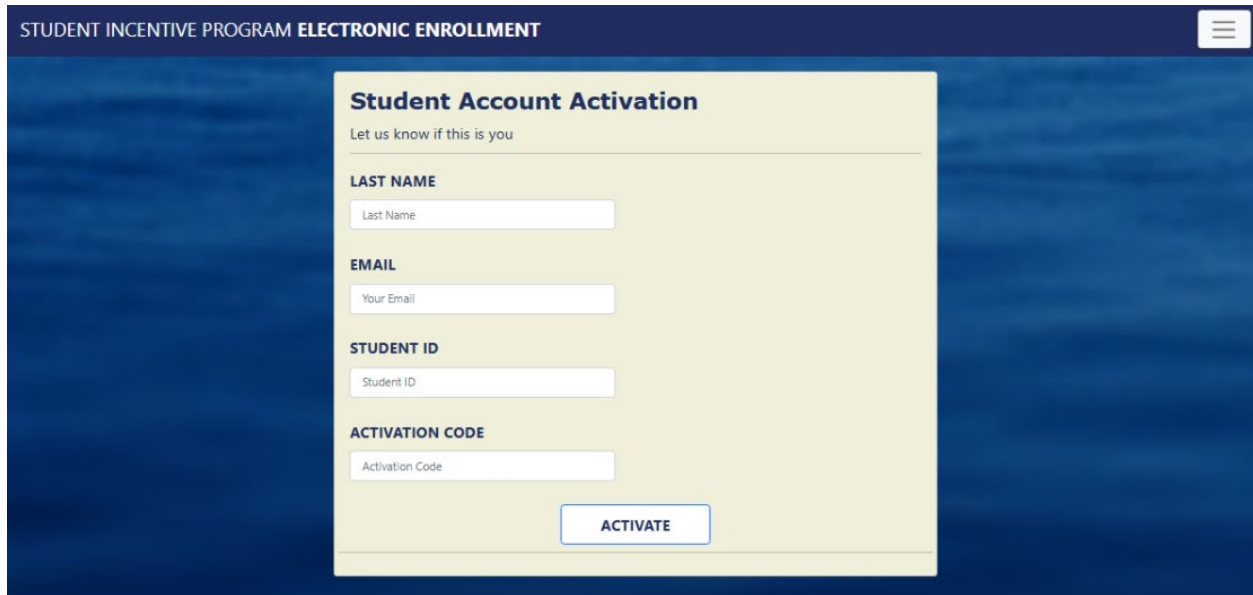


Figure 4-2 Activate Your Account

The Student Activation page will display (See Figure 4-3). To complete activation:

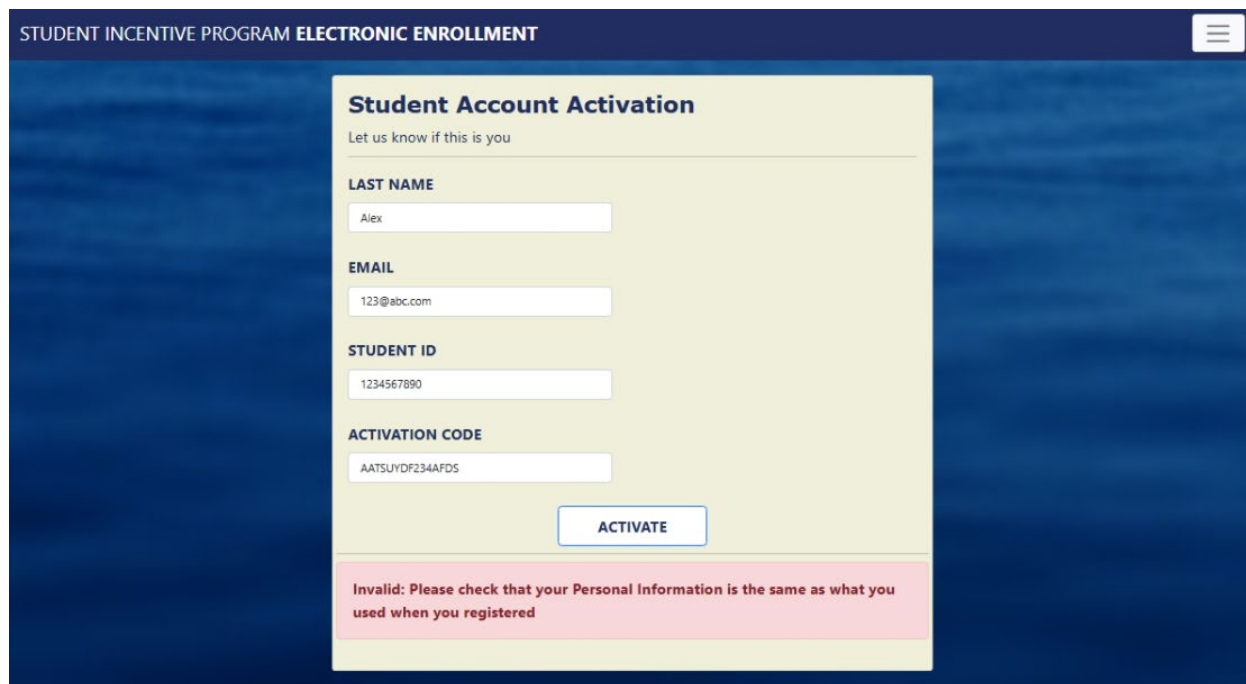
1. Enter your last name exactly as you entered it in the **Register Interest Form**.
2. Enter your email address.
3. Enter your Student ID.
4. Enter the Activation Code from the email you received. You can copy and paste.
5. Click the **Activate** button.



The screenshot shows a web interface for the Student Incentive Program Electronic Enrollment (SIPEE). At the top, a dark blue header contains the text "STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT" and a hamburger menu icon. The main content area has a dark blue background. Centered on this background is a light yellow rectangular form titled "Student Account Activation". Below the title, a subtitle reads "Let us know if this is you". The form contains four input fields, each with a label above it: "LAST NAME" (placeholder: Last Name), "EMAIL" (placeholder: Your Email), "STUDENT ID" (placeholder: Student ID), and "ACTIVATION CODE" (placeholder: Activation Code). At the bottom right of the form is a blue button labeled "ACTIVATE".

Figure 4-3 Enter Activation Code

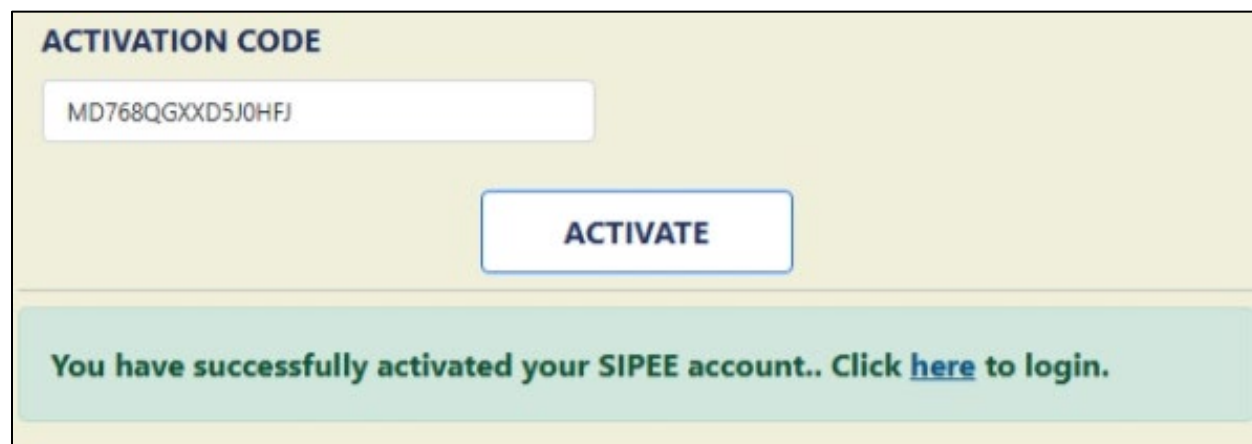
If any information entered does not match what was entered in the **Register Interest Form**, you will see an error similar to the one in Figure 4-4 after clicking **Activate** button.



The screenshot shows a web page titled "STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT" with a hamburger menu icon in the top right. The main content area is a light yellow box titled "Student Account Activation" with the subtitle "Let us know if this is you". It contains four input fields: "LAST NAME" with the value "Alex", "EMAIL" with the value "123@abc.com", "STUDENT ID" with the value "1234567890", and "ACTIVATION CODE" with the value "AATSUYDF234AFDS". Below these fields is a blue "ACTIVATE" button. At the bottom of the yellow box, a pink error message reads: "Invalid: Please check that your Personal Information is the same as what you used when you registered".

Figure 4-4 Activation Error

If there are no errors, you will see “You have successfully activated your SIPEE account” (See Figure 4-5). Click the [here](#) link, and login to your account.



The screenshot shows a web page titled "ACTIVATION CODE" with a light yellow background. It features a single input field containing the code "MD768QGXXD5J0HFJ". Below the input field is a blue "ACTIVATE" button. At the bottom of the page, a green banner contains the text: "You have successfully activated your SIPEE account.. Click [here](#) to login."

Figure 4-5 Activation Successful

Section 5.0 Log into SIPEE and Submit Your Application

5.1 Login to SIPEE

Login to SIPEE:

Click the 'Sign in with Login.gov' image. (See Figure 5-1)



Figure 5-1 Logging into SIPEE for the First Time

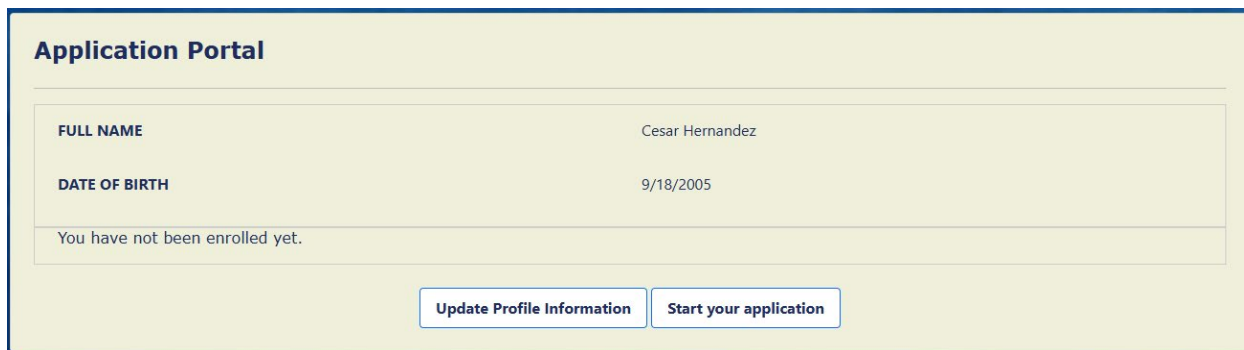
If you have not created your Login.gov account yet, do the following steps:

1. Click the 'Create an account' link.
2. Enter your email address.
3. Check the 'I read and accept the Login.gov Rules of Use' checkbox.
4. Click the **Submit** button.

5. Check your personal email and find the email sent from Login.gov with the subject line 'Confirm your email'.
6. Click the **Confirm email address** button link in the email.
7. Enter a password for your Login.gov account.
8. Click the **Continue** button.
9. Select the authentication methods you want to set up for your Login.gov account. For these instructions, the 'Text or voice message' and 'Backup codes' options were picked.
10. Click the **Continue** button.
11. Enter your phone number.
12. Choose 'Text message (SMS)'.
13. Click the **Send code** button.
14. Enter the one-time code received.
15. Click the **Submit** button.
16. Click the Download button and save the file.
17. Check the 'I've put my backup codes in a safe place' checkbox.
18. Click the **Continue** button.
19. Click the **Agree and continue** button.

After successful login, you will be directed to the Application Portal page (See Figure 5-2). Here you can:

- Update Profile Information
- Start your application



The screenshot shows the 'Application Portal' interface. At the top, the title 'Application Portal' is displayed. Below it, there is a table with two rows of user information: 'FULL NAME' with the value 'Cesar Hernandez' and 'DATE OF BIRTH' with the value '9/18/2005'. A message below the table states 'You have not been enrolled yet.' At the bottom of the page, there are two buttons: 'Update Profile Information' and 'Start your application'.

Application Portal	
FULL NAME	Cesar Hernandez
DATE OF BIRTH	9/18/2005
You have not been enrolled yet.	
<div>Update Profile Information Start your application</div>	

Figure 5-2 Start Your Application

Student Incentive Program Electronic Enrollment (SIPEE) User Guide

Click Start your application. The application is displayed (See Figure 5-3).

STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT

Start Your Application

You are about to apply for the Student Incentive Program. Please complete the application form and submit.
The system will log you out after 30 minutes unless you click the Save button.

MARITIME ADMINISTRATION
STUDENT INCENTIVE PROGRAM
ENROLLMENT FORM
STATE MARITIME ACADEMY

I am applying for the Student Incentive Program administered by the Maritime Administration (MARAD). The SIP funding provided by MARAD to participants is to be utilized for books, uniforms, subsistence, and tuition while enrolled in good standing at a State Maritime Academy and in the Strategic South Michigan Program (SSMP). I understand that in exchange for SIP funds I will incur a service obligation identified on the Service Obligation contract (see section IV).

PART I - PERSONAL INFORMATION

CITIZENSHIP

US Citizen:

Full Name:

Date of Birth:

Current Age (System generated): 19

HOME ADDRESS

Street Address 1:

Street Address 2:

Apartment Number:

City:

State:

Zip Code:

ACADEMY INFORMATION

Maritime Academy Enrolled:

Student ID Number:

Anticipated Graduation Year:

TELEPHONE NUMBERS

Home Phone Number:

Cell Phone Number:

Work Phone Number:

CONTACT EMAILS

Academy Email:

Personal Email:

PART II - CERTIFICATION OF COMPLIANCE WITH DRUG-FREE WORKPLACE

I hereby certify that, as a condition of the Student Incentive Payment, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the SIP Program. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any SIP activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the SIP maritime academy official or other designee, and the Maritime Administration, Office of Maritime Labor and Training (OMAR-650), or via email maritime.graduates@dot.gov. When notice is made I shall include the date of the offense and any necessary information to determine if continued enrollment in the SIP is allowable.

Your answer:

PART III - CERTIFICATION OF PRIOR ENROLLMENT AT AN ACADEMY

Have you previously been enrolled/attended a Maritime Academy or Federal Service Academy?

If yes, what is the name of the Maritime Academy?

Dates Enrolled at previous Academy?

From:

To:

Reason For Disenrollment:

A false statement on this application may be grounds for disapproving your MARAD Service Obligation Contract (Form MA-890), or terminating participants in the Student Incentive Program once enrolled.

PART IV - CONFIRMATION OF REVIEW AND ACCEPTANCE OF SERVICE OBLIGATION CONTRACT CONDITIONS AND PRIVACY NOTICE

Click [here](#) to review the conditions of your Service Obligation Contract for Student Incentive Program with the federal government.
Note: The conditions of your Service Obligation Contract is a mandatory read prior to the next step.

I certify that I have read and agreed to the Service Obligation Contract for Student Incentive Program.

PART V - SUPPORTING DOCUMENTATION

Be advised, you may be required to provide proof of the following documents as part of your SIP application. Please review and complete the following:

1. CONFIRMATION OF YOUR ENROLLMENT INTO THE ARMED FORCES

- Have you enrolled into the armed forces (DD Form-40)?

2. CONFIRMATION OF RECEIPT OF THE U.S. COAST GUARD MEDICAL CERTIFICATE

- Do you have the US Coast Guard medical certificate?

Date Of Issue Of Medical Certificate:

MMC Reference Number:

- If no, do you have a waiver?

Date Of Issue Of Waiver:

3. CONFIRMATION OF RECEIPT AND REVIEW OF SIP BOOKLET

- Have you received and reviewed the SIP booklet?

Please note that you can download and review the SIP booklet on the SIP Landing page.
Note: The SIP booklet is a mandatory read prior to the next step.

Receipt Date:

U.S. Department of Transportation
Maritime Administration
for the Student Incentive Program

the Student Incentive Program Booklet
SIP Booklet Guide
SIP Book Card
Closed Source Exam (CSE-11981)

SIP Program
Maritime Academies
SIP Graduate Career Services Statement
SIP Graduate Annual Report (PSG-3)

Figure 5-3 SIPEE Application

5.2 Completing the Application

PART I – Personal Information

CITIZENSHIP

- US Citizen – (read-only selection)
- Name – (read-only textbox)
- Date of Birth – (read-only textbox)
- Current Age (System generated) – (read-only textbox)

ACADEMY INFORMATION

- Maritime Academy Enrolled – (read-only selection)
- Student ID Number – (read-only textbox)
- Anticipated Graduation Year – (read-only textbox)

HOME ADDRESS

- Street Address 1 – (textbox)
- Street Address 2 – (textbox)
- Apartment Number – (textbox)
- City – (textbox)
- State – (dropdown of all US states, Canadian provinces, US territories, Armed Forces selections, and a 'None' option)
- Zip Code – (textbox)

TELEPHONE NUMBERS

- Home Phone Number – (textbox)
- Cell Phone Number – (textbox)
- Work Phone Number – (textbox)

EMAILS

- Academy Email – (textbox)
- Personal Email – (read-only textbox)

PART II - CERTIFICATION OF COMPLIANCE WITH DRUG-FREE WORKPLACE

I hereby certify that, as a condition of the Student Incentive Program, I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the SIP Program. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any SIP activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to the SIP maritime academy official or other designee, and the Maritime Administration, Office of Maritime Labor and Training (MAR-650),

or via email maritime.graduate@dot.gov. When notice is made it shall include the date of the offense and any necessary information to determine if continue enrollment in the SIP is allowable.

Your answer – (dropdown)

- --Please select-- (default)
- I certify
- I do not certify

PART III - CERTIFICATION OF PRIOR ENROLLMENT AT AN ACADEMY

- Have you previously been enrolled/attended a Maritime Academy or Federal Service Academy? – (dropdown)
 - --Please select-- (default)
 - Yes
 - No
- If yes, what is the name of the Maritime Academy? (dropdown)
 - --Please Select-- (default)
 - California Maritime Academy
 - Great Lakes Maritime Academy
 - Maine Maritime Academy
 - Massachusetts Maritime Academy
 - State University of New York Maritime College
 - Texas A&M Maritime Academy
 - United States Merchant Marine Academy
- Dates Enrolled at previous Academy?
 - From: (mm/dd/yyyy and clickable calendar)
 - To: (mm/dd/yyyy and clickable calendar)
- Reason for Disenrollment – (textbox)

A false statement on this application may be grounds for disapproving your MARAD Service Obligation Contract (Form MA-890); or terminating participants in the Student Incentive Program once enrolled.

PART IV – CONFIRMATION OF REVIEW AND ACCEPTANCE OF SERVICE OBLIGATION CONTRACT CONDITIONS AND PRIVACY NOTICE

- Click [here](#) to review the conditions of your Service Obligation contract for Student Incentive Program with the federal government.
Note: The conditions of your Service Obligation Contract is a mandatory read prior to the next step.
- I certify that I have read and agreed to the Service Obligation contract for Student Incentive Program – (dropdown)
 - --Please select-- (default)

- Yes
- No

PART V – SUPPORTING DOCUMENTATION

Be advised, you may be required to provide proof of the following documents as part of your SIP application. Please review and complete the following:

1. CONFIRMATION OF YOUR ENROLLMENT INTO THE ARMED FORCES

- Have you enrolled into the armed forces (DD Form-4)? – (dropdown)
 - --Please select-- (default)
 - Yes
 - No

2. CONFIRMATION OF RECEIPT OF THE US COAST GUARD MEDICAL CERTIFICATE

- Do you have the US Coast Guard Medical certificate – (dropdown)
 - --Please select-- (default)
 - Yes
 - No
- Date of Issue of Medical Certificate – (mm/dd/yyyy and clickable calendar displays when answering ‘Yes’ to above question)
- MMC Reference Number – (textbox with up and down arrows)
- If no, do you have a waiver? – (dropdown)
 - --Please select--
 - Yes
 - No
- Date of Issue of Waiver – (mm/dd/yyyy and clickable calendar displays when answering ‘Yes’ to above question)

NOTE: If ‘No’ is answered to both questions above, upon saving, a message shall display: ‘Please contact your SIP coordinator’.

3. CONFIRMATION OF RECEIPT AND REVIEW OF SIP BOOKLET

- Have you received and reviewed the SIP booklet?
 - Please note that you can download and review the SIP booklet on the SIP Landing page.
 - --Please select-- (default)
 - Yes
 - No
- Receipt Date – (mm/dd/yyyy and clickable calendar displays when answering ‘Yes’ to above question)

- **Save** - button
- **Reset** - button
- **Back to Application Portal** – (button)

REMINDER: If you do not confirm that you have read the “Service Obligation Contract Conditions” the application cannot move forward.

Upon clicking the **Save** button, you are returned to the Application Portal page which displays the following (See Figure 5-4):

- Name (prefilled textbox)
 - Date of Birth – (prefilled textbox)
 - Submitted Date – (prefilled textbox)
 - Application Status – (SAVED)
 - Enrollment Form Validation (**READY TO SUBMIT**)
-
- **Update Profile Information** – (button)
 - **Edit your application** – (button)
 - **Review and Submit** – (button)

The screenshot shows the 'Application Portal' page. It features a table with the following data:

FULL NAME	Keibert Ruiz
DATE OF BIRTH	6/19/2004
SUBMITTED DATE	6/28/2025
APPLICATION STATUS	SAVED
ENROLLMENT FORM VALIDATION	READY TO SUBMIT

Below the table, there are three buttons: 'Update Profile Information', 'Edit your application', and 'Review and Submit'.

Figure 5-4 Ready to Submit

Click the **Review and Submit** button. You will be taken back to the application. Type your full name to sign the application (See Figure 5-5). You must type your name exactly as on

the Application Portal page. If the name does not match, you will see an error "signature incorrect". Possible reasons for "signature incorrect" include:

- There are extra spaces between first and last name.
- If you entered a middle initial, you must type it exactly as you did when registering.

After signing the form, click the **Sign and Submit** button (See Figure 5-5).

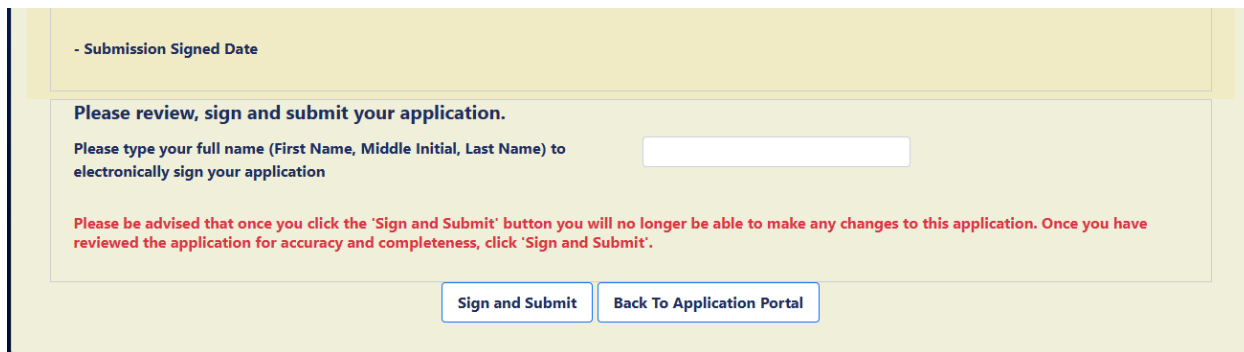
The screenshot shows a web form titled "Sign and Submit Application". At the top, there is a yellow header bar with the text "- Submission Signed Date". Below this, the main content area has a light yellow background. It starts with the instruction "Please review, sign and submit your application." followed by a prompt: "Please type your full name (First Name, Middle Initial, Last Name) to electronically sign your application". To the right of this prompt is a white text input field. Below the input field, a red warning message states: "Please be advised that once you click the 'Sign and Submit' button you will no longer be able to make any changes to this application. Once you have reviewed the application for accuracy and completeness, click 'Sign and Submit'." At the bottom of the form, there are two buttons: "Sign and Submit" and "Back To Application Portal".

Figure 5-5 Sign and Submit Application

If there are no errors after clicking the **Sign and Submit** button, a Confirmation box will appear (See Figure 5-6).

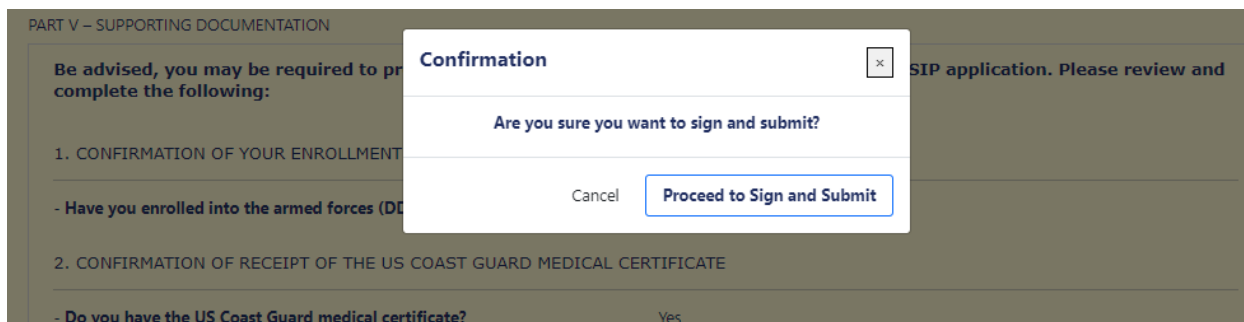
The screenshot shows a "Confirmation" dialog box overlaid on a background form. The dialog box has a title bar with "Confirmation" and a close button (X). The main text inside the dialog asks: "Are you sure you want to sign and submit?". At the bottom of the dialog, there are two buttons: "Cancel" and "Proceed to Sign and Submit". The background form is partially visible and includes the heading "PART V – SUPPORTING DOCUMENTATION" and a list of requirements. The first requirement is "1. CONFIRMATION OF YOUR ENROLLMENT" with a sub-question "- Have you enrolled into the armed forces (DD". The second requirement is "2. CONFIRMATION OF RECEIPT OF THE US COAST GUARD MEDICAL CERTIFICATE" with a sub-question "- Do you have the US Coast Guard medical certificate?".

Figure 5-6 Sign and Submit Confirmation

Click the **Proceed to Sign and Submit** button. A success message will display at the top of the application (See Figure 5-7).

STUDENT INCENTIVE PROGRAM ELECTRONIC ENROLLMENT

Application Review and Submit

We have received your SIP enrollment application. We will review and notify you when a decision is made.

MARITIME ADMINISTRATION
STUDENT INCENTIVE PAYMENT (SIP) PROGRAM
ENROLLMENT FORM
STATE MARITIME ACADEMY

STUDENT INCENTIVE PROGRAM APPLICATION

I am applying for the Student Incentive Payment (SIP) Program administered by the Maritime Administration (MARAD). The SIP funding provided by MARAD to participants is to be utilized for books, uniforms, subsistence, and tuition while enrolled in good standing at a State Maritime Academy in a merchant marine officer preparation program. I understand that in exchange for the SIP funds I will incur a service obligation identified on the Service Obligation contract (see section IV).

PART I: PERSONAL INFORMATION

CITIZENSHIP	
US Citizen	Yes
Full Name	Julius Caesar
Gender	N-B
Date of Birth	3/18/2002
Current Age (System generated)	

HOME ADDRESS	
Street Address 1	100 Main Street
Street Address 2	

ACADEMY INFORMATION	
Maritime Academy Enrolled	Texas A&M Maritime Academy
Student ID Number	13131313
Anticipated Graduation Year	2025

TELEPHONE NUMBERS

Home Phone Number	7035551212
Cell Phone Number	
Work Phone Number	

CONTACT EMAILS

Academy Email	
---------------	--

Figure 5-7 Submit Successful

Close the application and return to the Application Portal (See Figure 5-8).

STUDENT INCENTIVE PROGRAM **ELECTRONIC ENROLLMENT**

Application Portal

FULL NAME	Julius Caesar
DATE OF BIRTH	3/18/2002
SUBMITTED DATE	8/18/2022
APPLICATION STATUS	SUBMITTED

[Update Profile Information](#) [View your submitted application](#)

U.S. Department of Transportation

Maritime Administration

[APPLY](#) for the Student Incentive Payment Program

[DOWNLOAD](#) the Student Incentive Payment Program Booklet

[LOGIN](#) to the Student Incentive Payment Program

[LEARN MORE](#)

[SIP Program](#)

[Maritime Academies](#)

[Education](#)

[Maritime Service Compliance System \(MSCS\)](#)

[Instagram](#) [Twitter](#) [Facebook](#) [LinkedIn](#)

Figure 5-8 Return to Application Portal

To log out of SIPEE, click the **Logout** link on the right end of the navigation bar on any page. Your session is terminated, and you are returned to the Home page.

NOTE: Users will be automatically logged out after 30 minutes of inactivity.

After successfully submitting the enrollment application, an email similar to the one below will be generated and sent.

SIP Application for Enrollment Submitted

Your SIP electronic enrollment application has been received by your Academy's SIP Coordinator. You will be notified when a decision is made.

<https://sip.marad.dot.gov/>

5.3 Checking the Status of Your Application

When you log into SIPEE, the Application Portal page will show the status of your enrollment application and if there are any approval dates (See Figure 5-9).

The screenshot displays the 'Application Portal' interface. It features a table with the following data:

FULL NAME	Nick Senzel
DATE OF BIRTH	11/16/2005
SUBMITTED DATE	7/7/2025
APPLICATION STATUS	MARAD IS PROCESSING YOUR APPLICATION
SMA APPROVAL DATE	7/7/2025
MARAD APPROVAL DATE	7/7/2025

Below the table, there are three buttons: 'Update Profile Information', 'View your submitted application', and 'Download Contract'.

Figure 5-9 Application Status

5.4 Update Your Personal Information

On the Application Portal page, click the **Update Profile Information** button and the Update Profile Information page will display (See Figure 5-10).

Update Profile Information

Hello Nick Senzel, your username is edl@gmail.com

DATE OF BIRTH: 11/16/2005 RACE: I choose not to answer

Address

STREET ADDRESS 1
1200 New Jersey Ave SE

STREET ADDRESS 2
Street Address 2

APARTMENT NUMBER
Apartment Number

CITY
Washington

STATE
District of Columbia

ZIP CODE
20590

Contact information (Updating your emails does not change your username)

PRIMARY EMAIL
edb@gmail.com

PRIMARY PHONE NUMBER
2023664000

SECONDARY EMAIL
Email Address

SECONDARY PHONE NUMBER
Phone Number

TERTIARY EMAIL
Email Address

TERTIARY PHONE NUMBER
Phone Number

Other information

ARE YOU A MILITARY VETERAN?
No

GENDER
Male

SAVE **RESET** **Back To Application Portal**

Figure 5-10 Update Profile Information

Make any necessary changes and click the **Save** button to save your changes.

5.5 Download Your Contract (MA-890 PDF)

On the Application Portal page, click the **Download Contract** button and the SIP_Contract_MA890.pdf file will download.