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

Document Version 1.6

Prepared by:
Maritime Administration (MARAD)
Applications Operations and Maintenance (O&M) Team

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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.

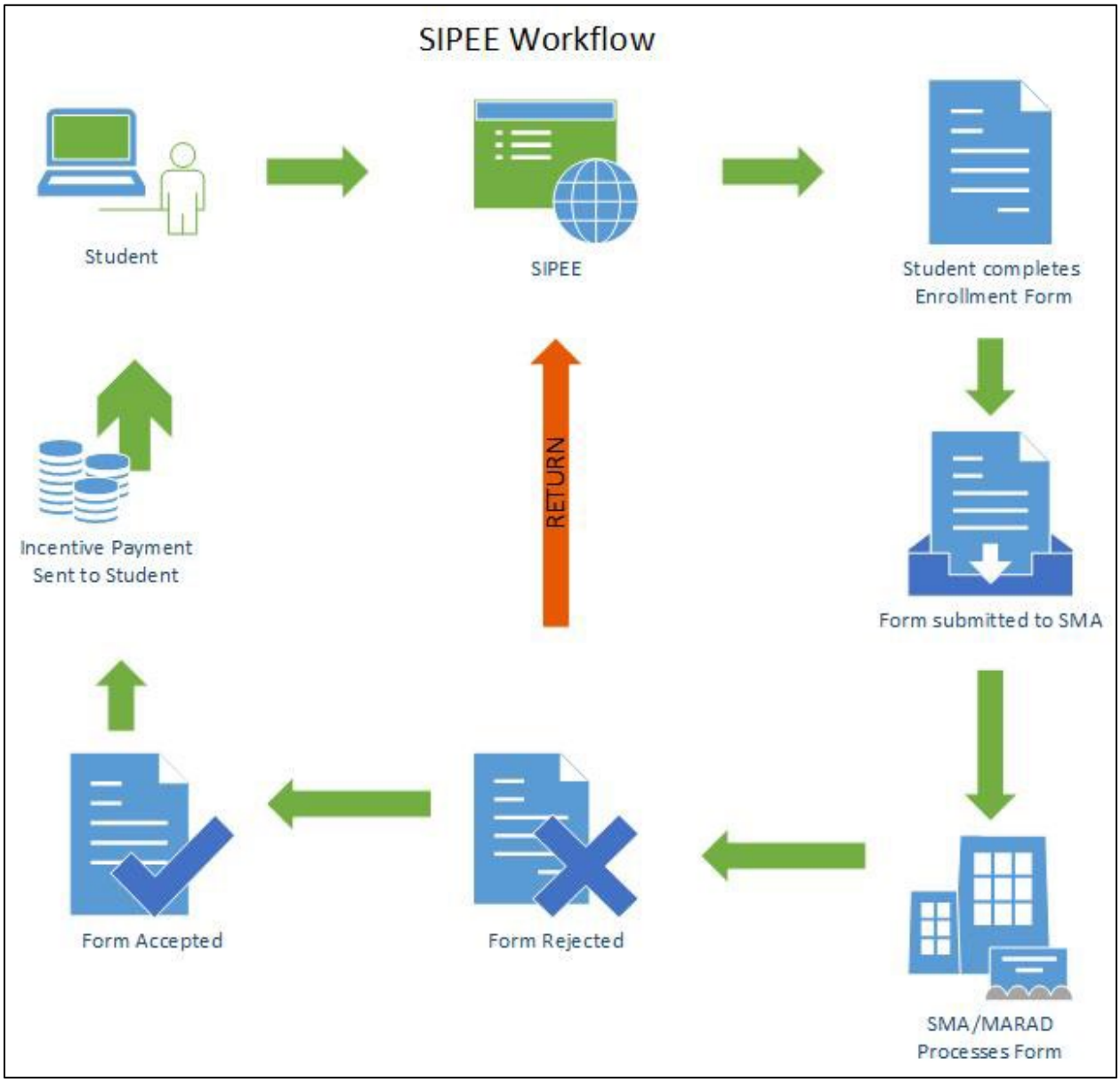

Figure 1-1 SIPEE Workflow Diagram

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).

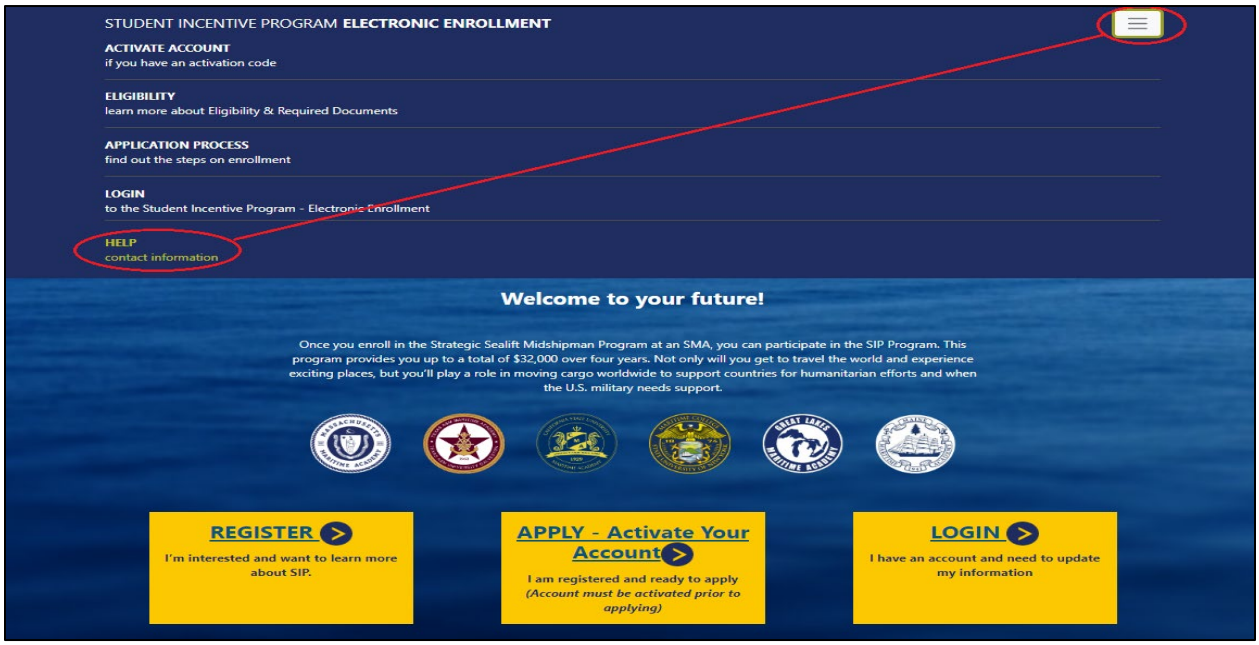

Figure 2-1 Help Link on the Expanded Main Menu

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).

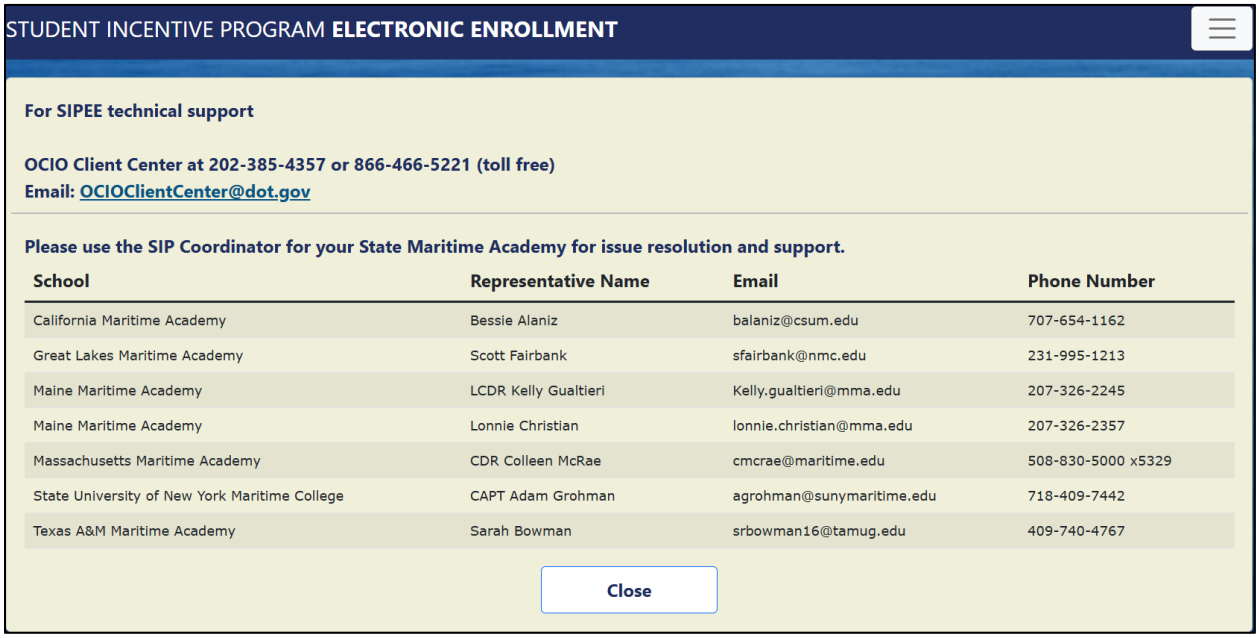

Figure 2-2 SIPEE Technical Support Page, as of May 2025.

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).

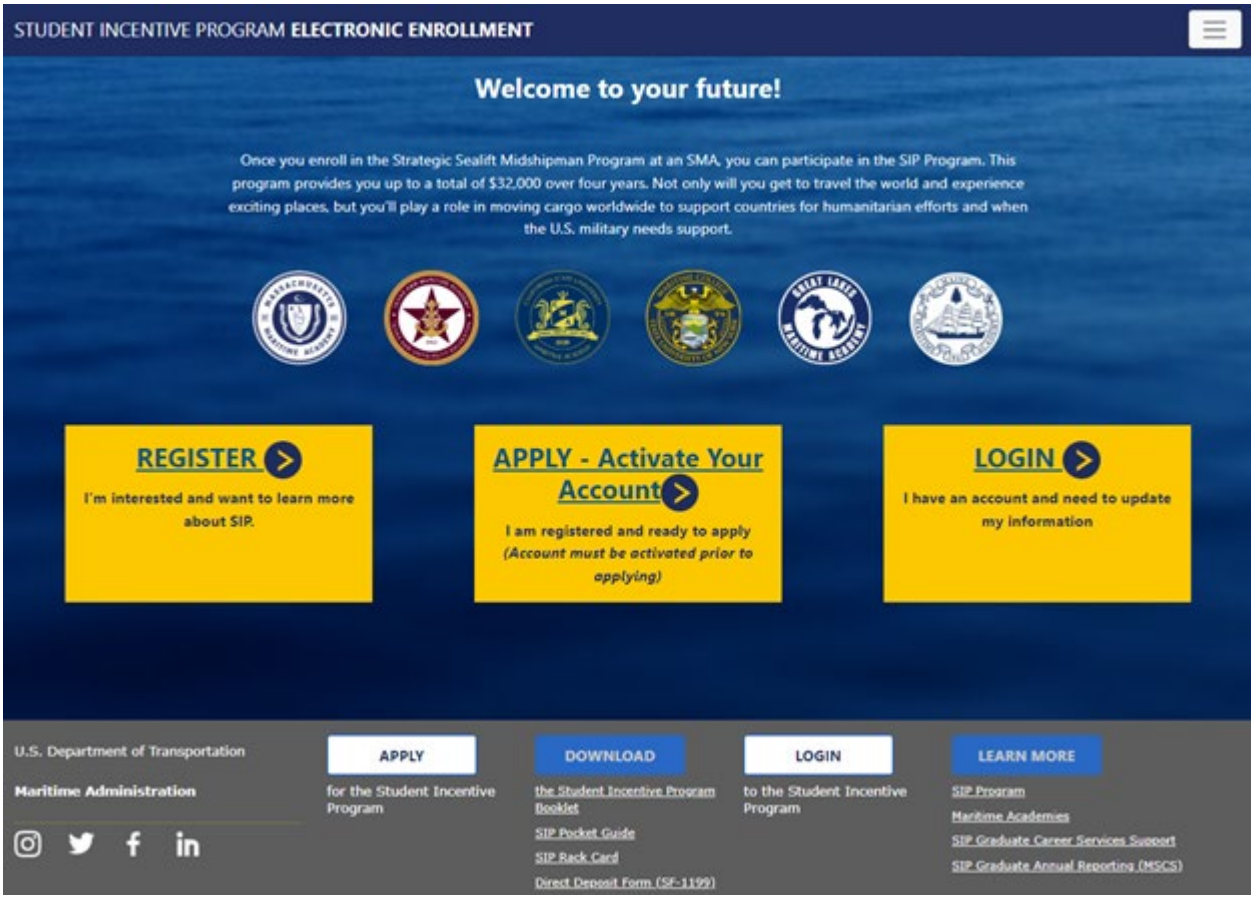

Figure 3-1 SIPEE Landing Page

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

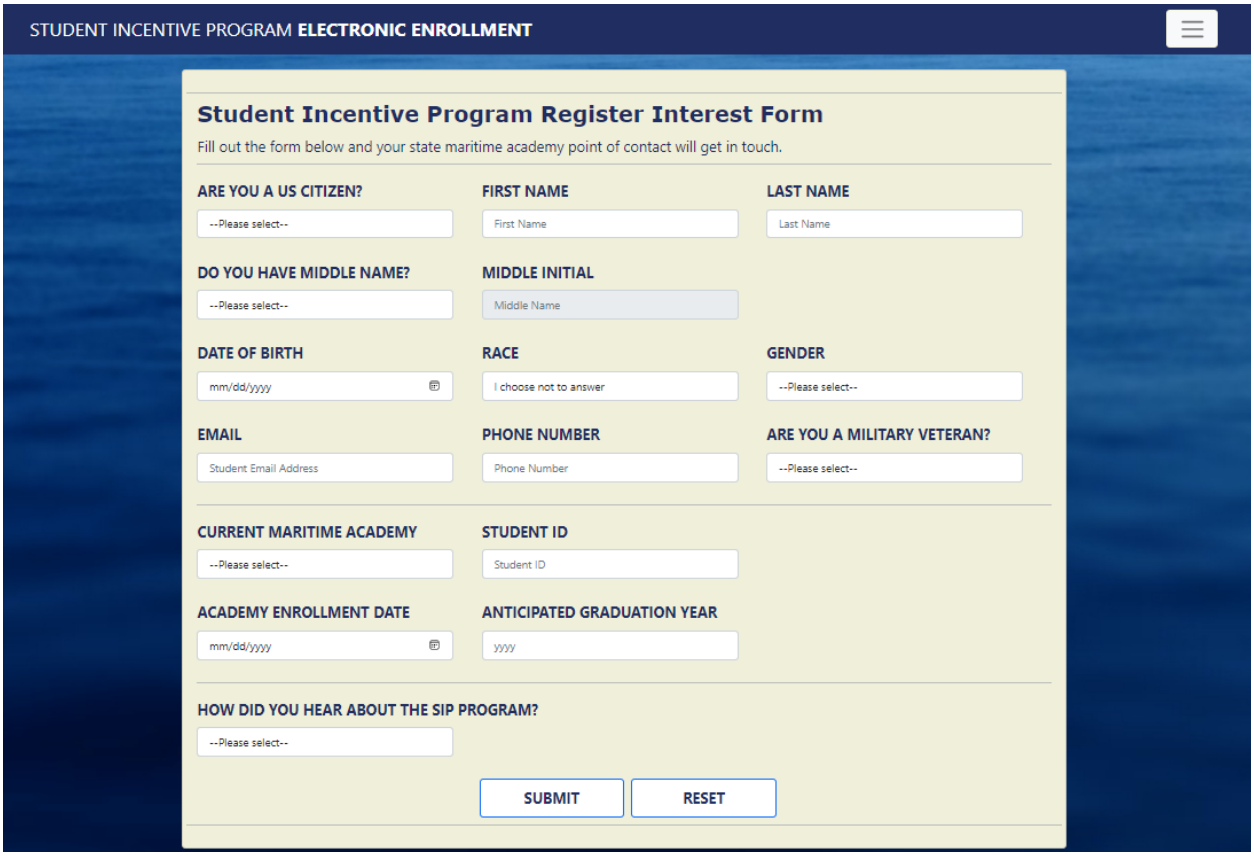

Figure 3-2 SIPEE Register Interest Form

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)

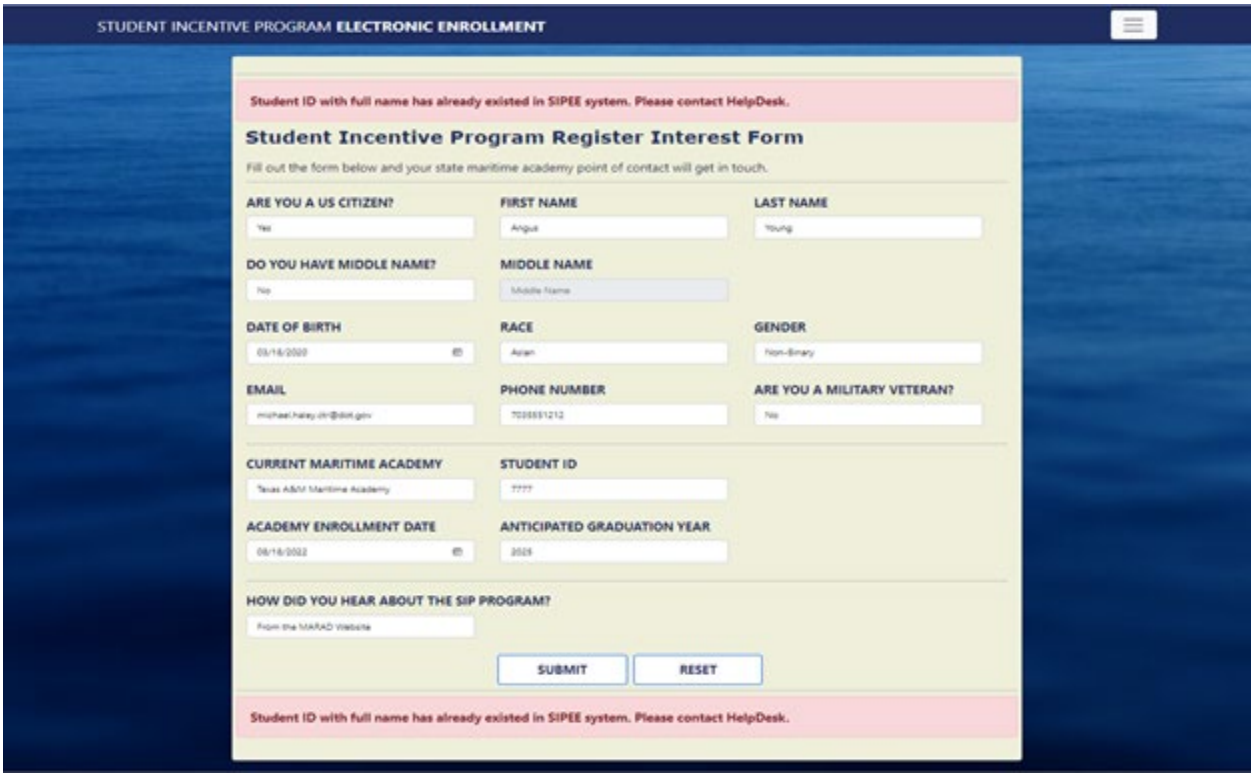

Figure 3-3 Register Form with Error

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.

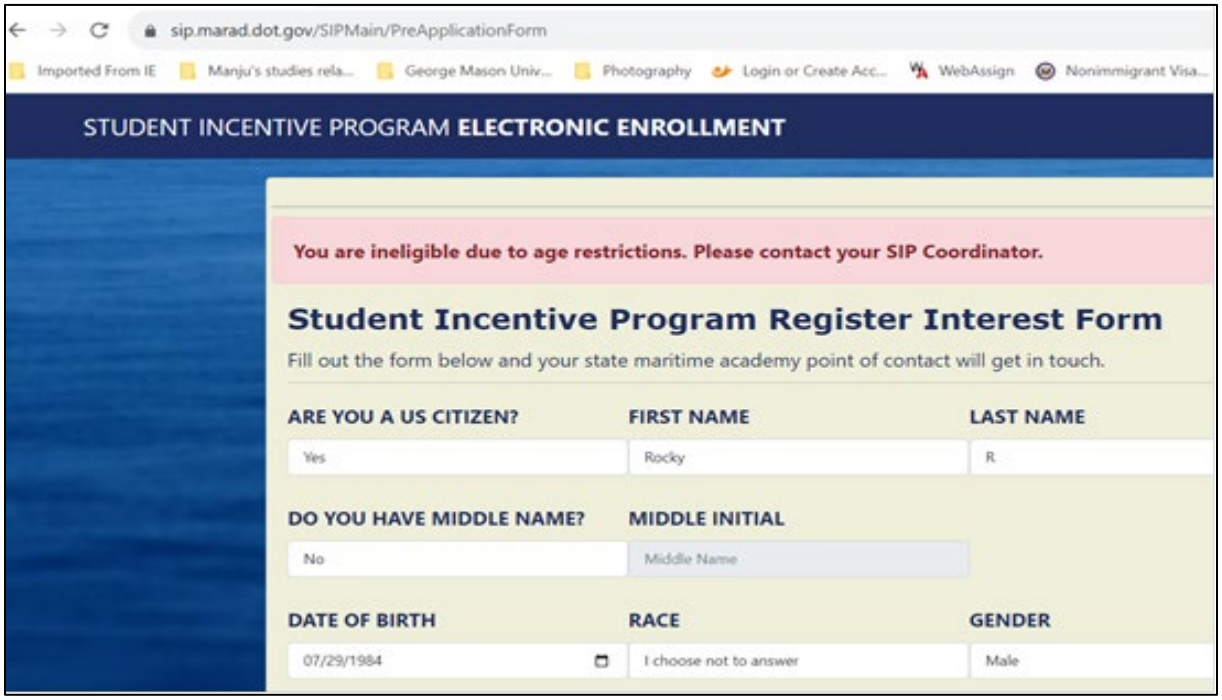

Figure 3-4 Ineligible Due to Age Restriction

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

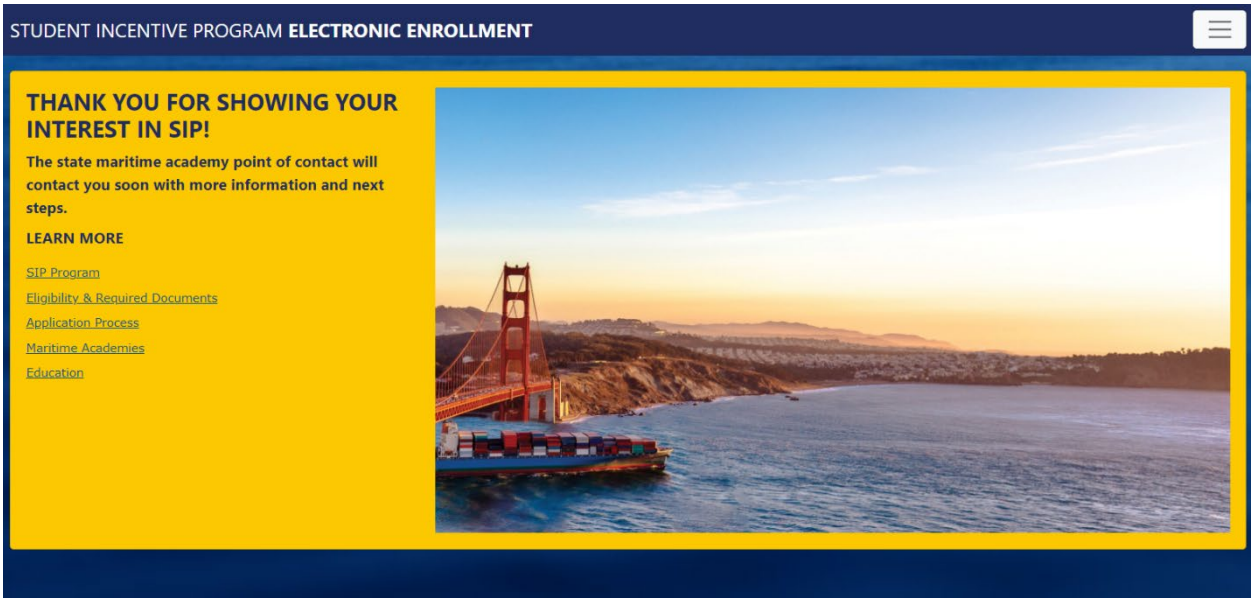

Figure 3-5 Thank You Page

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.

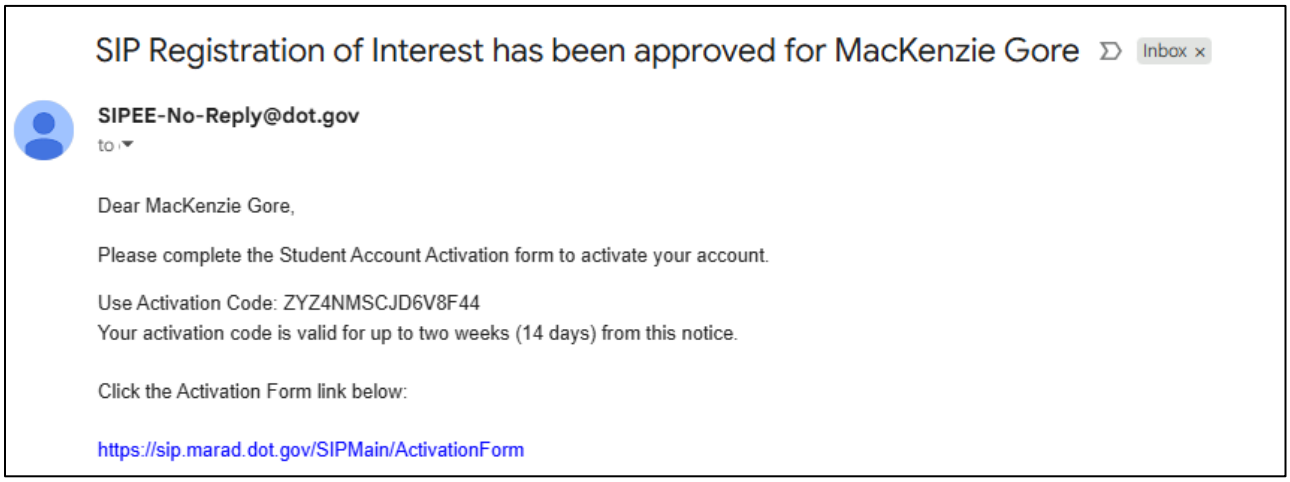

Figure 4-1 Email with Activation Code Sent to Applicant

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**.

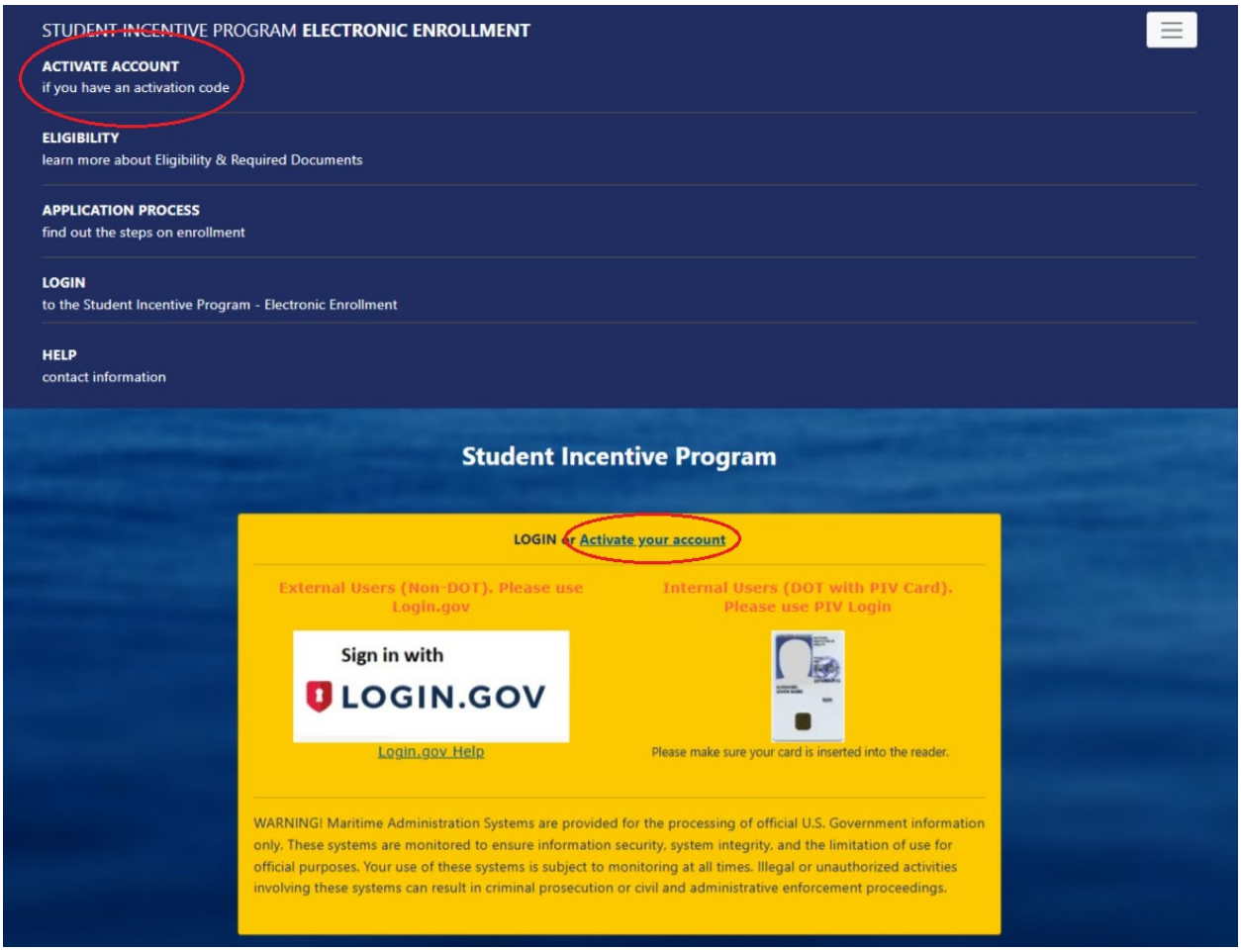

Figure 4-2 Activate Your Account

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.

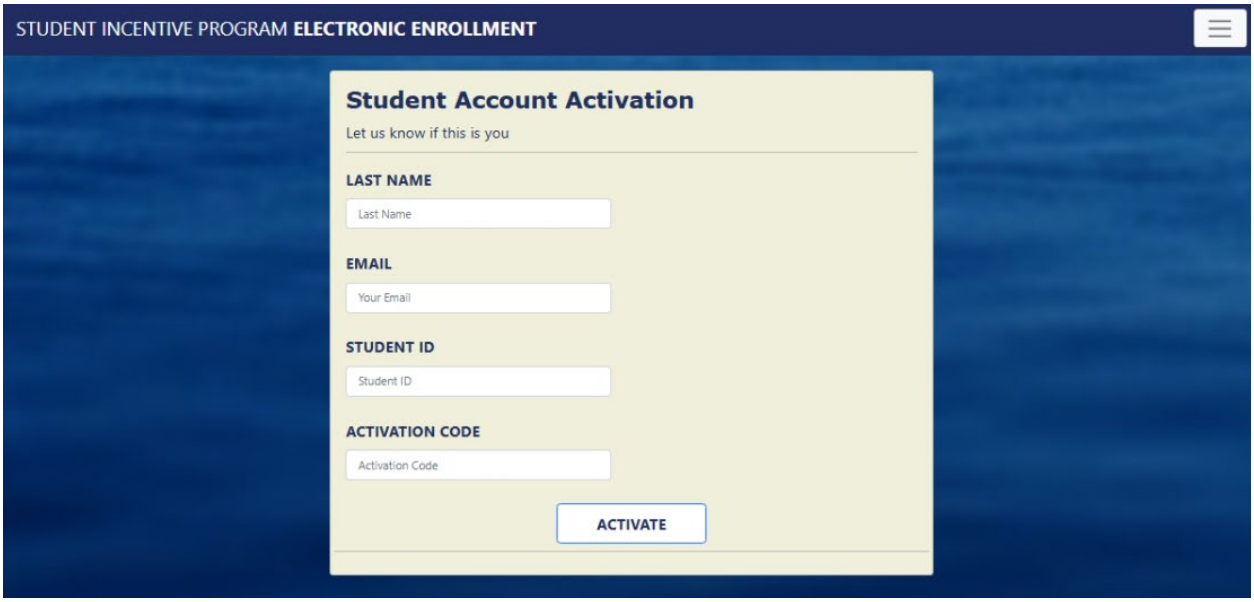

Figure 4-3 Enter Activation Code

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.

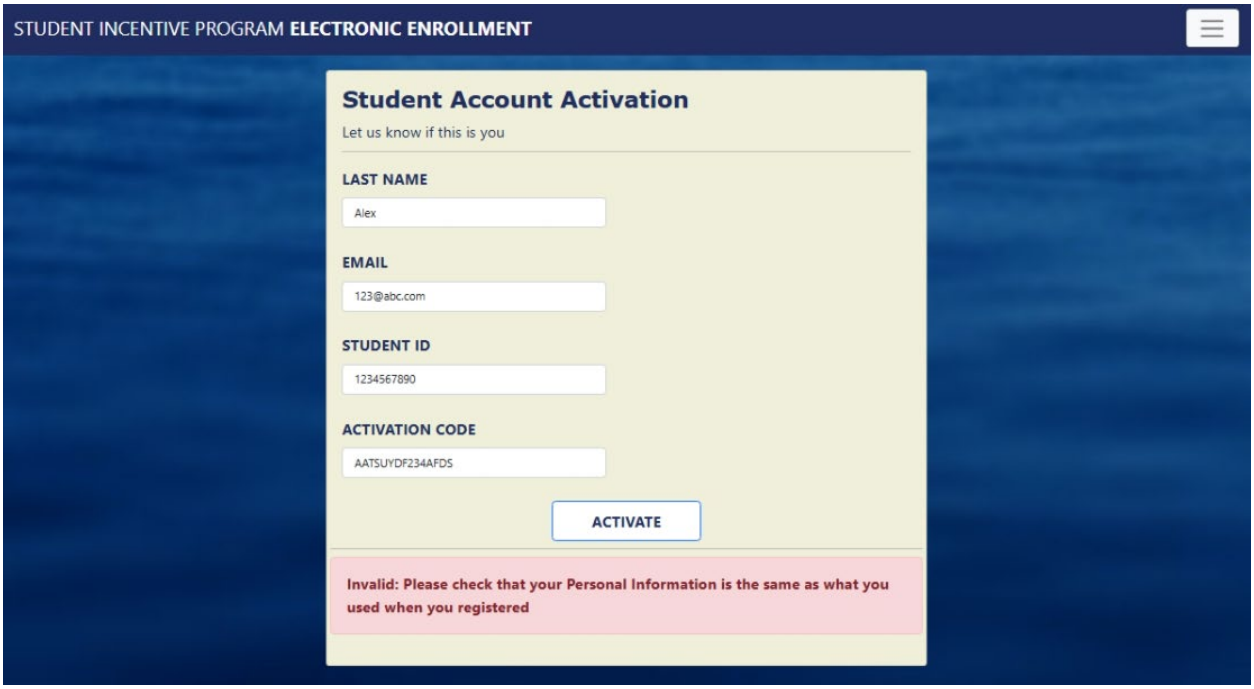

Figure 4-4 Activation Error

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.

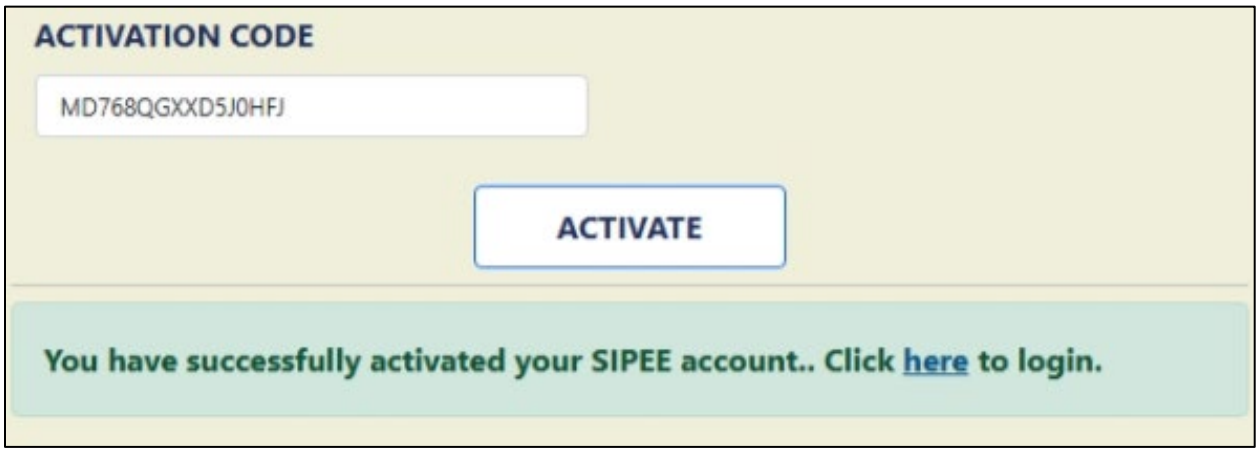

Figure 4-5 Activation Successful

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

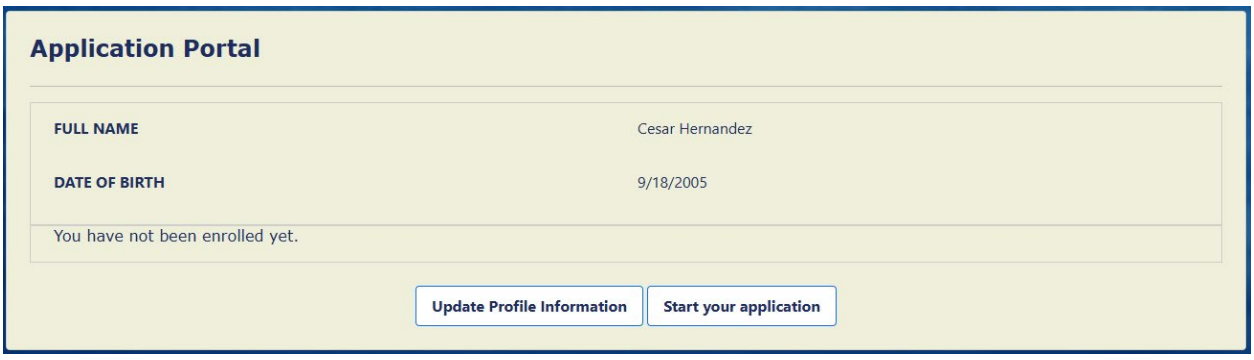

Figure 5-2 Start Your Application

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

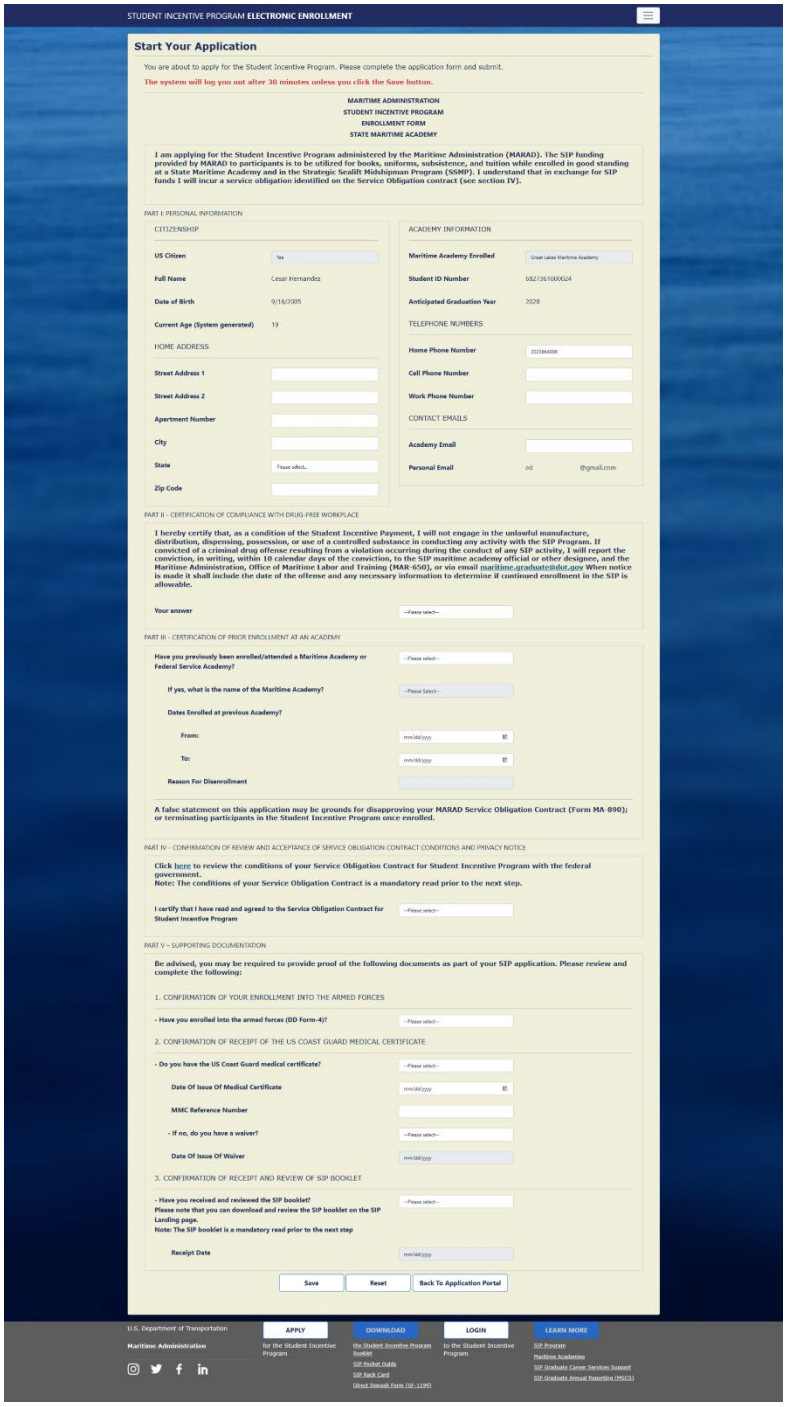

Figure 5-3 SIPEE Application

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)

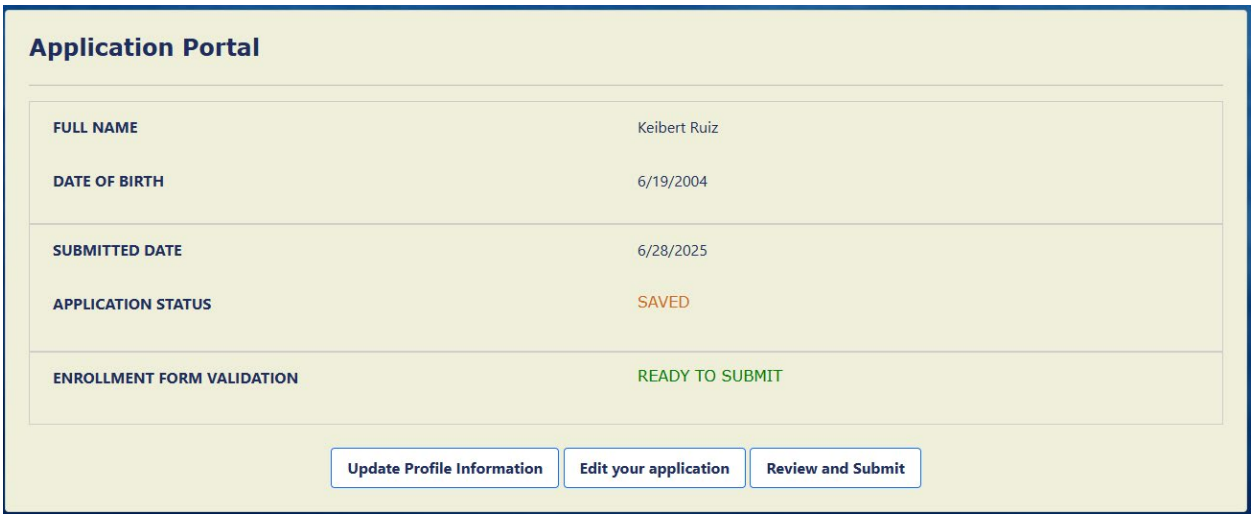

Figure 5-4 Ready to Submit

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).

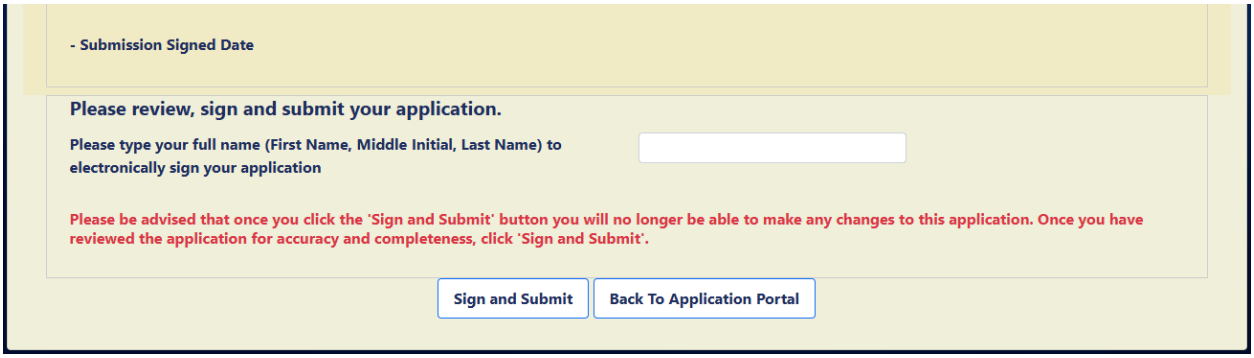

Figure 5-5 Sign and Submit Application

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

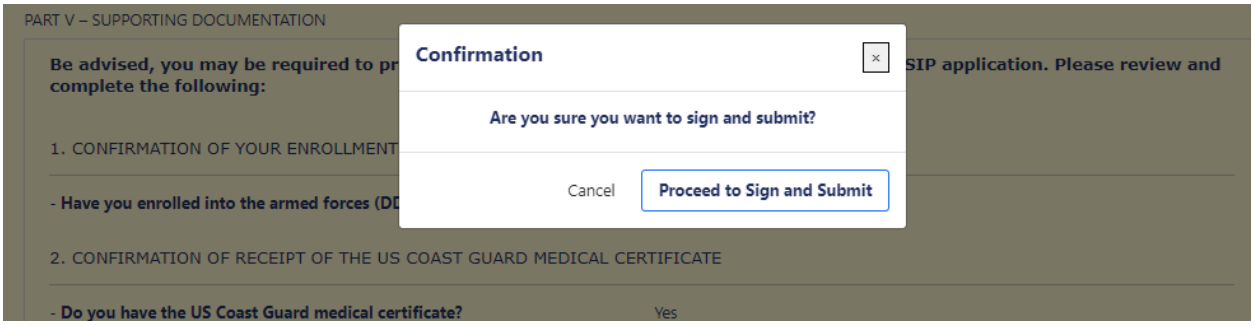

Figure 5-6 Sign and Submit Confirmation

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

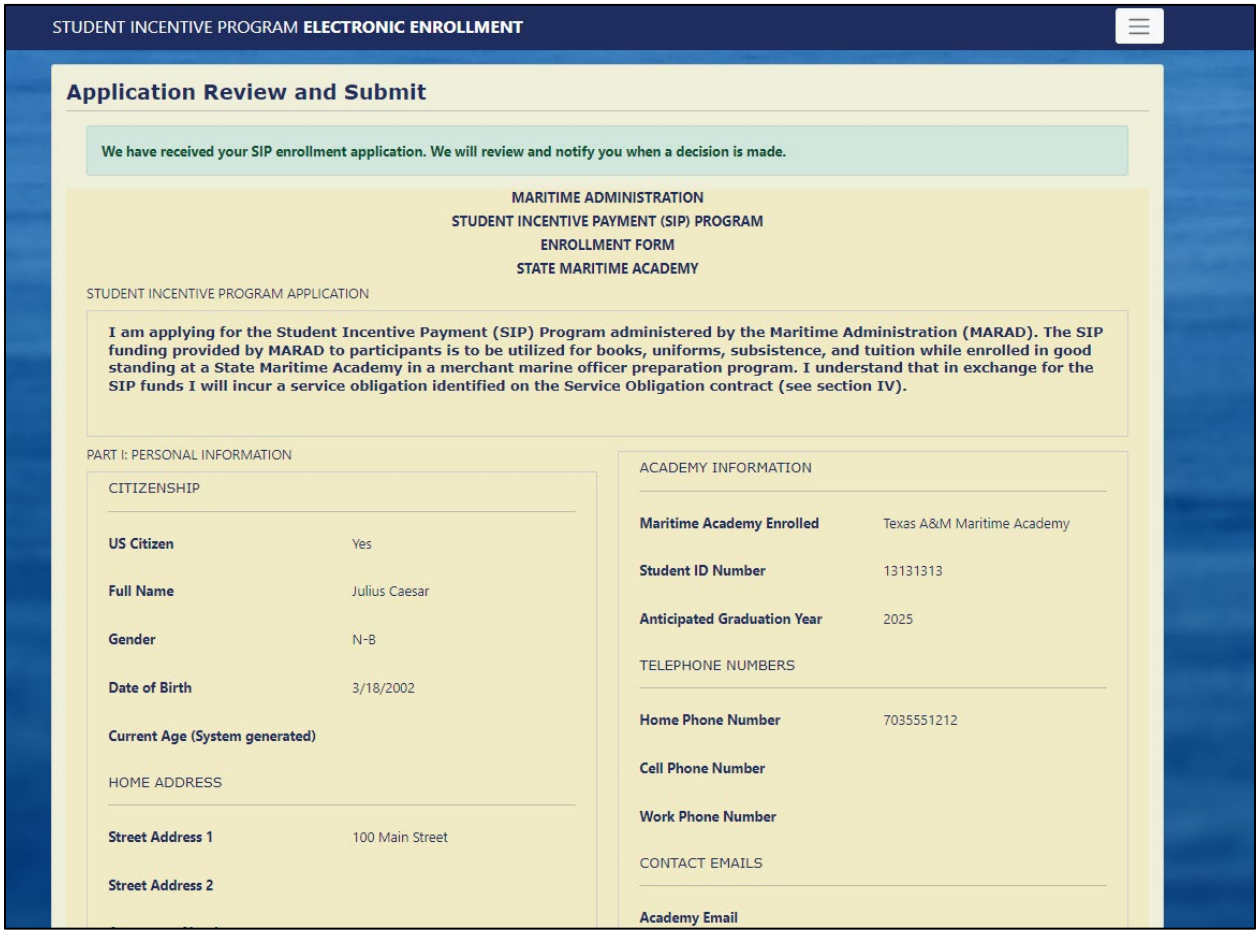

Figure 5-7 Submit Successful

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

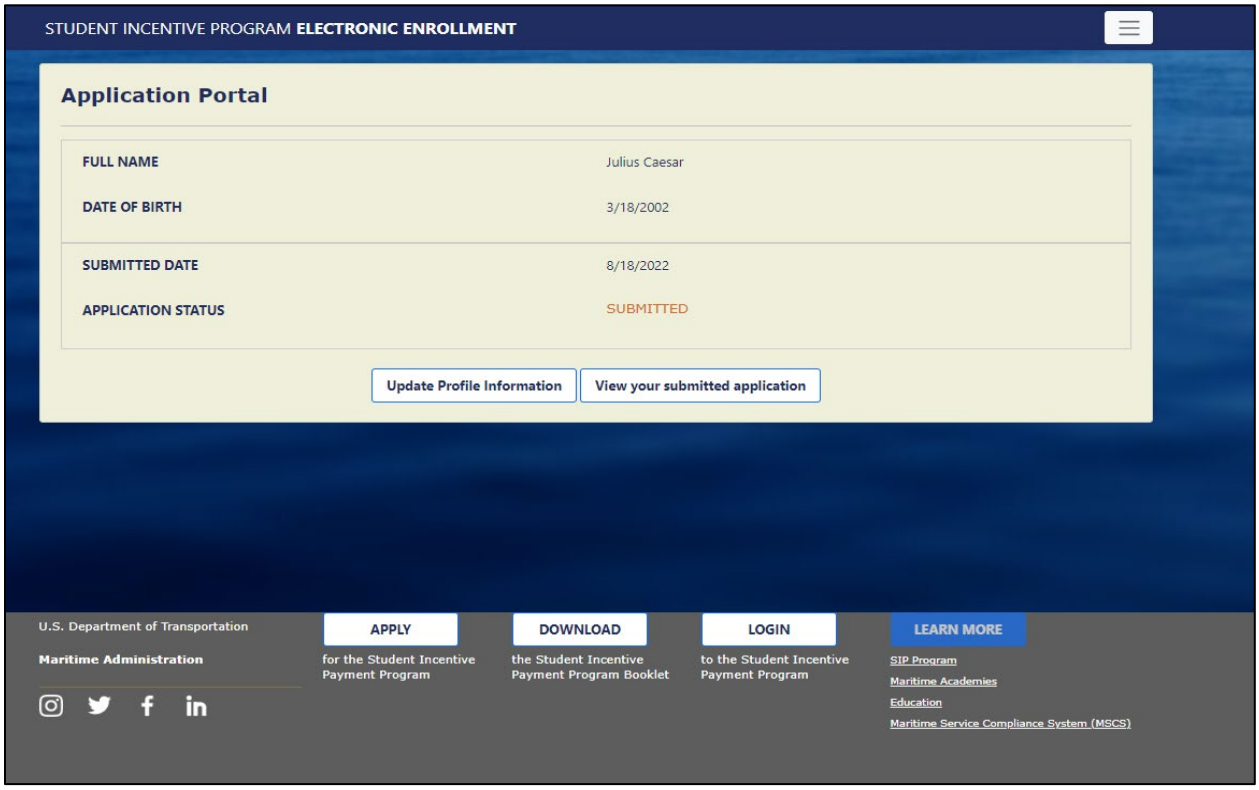

Figure 5-8 Return to Application Portal

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).

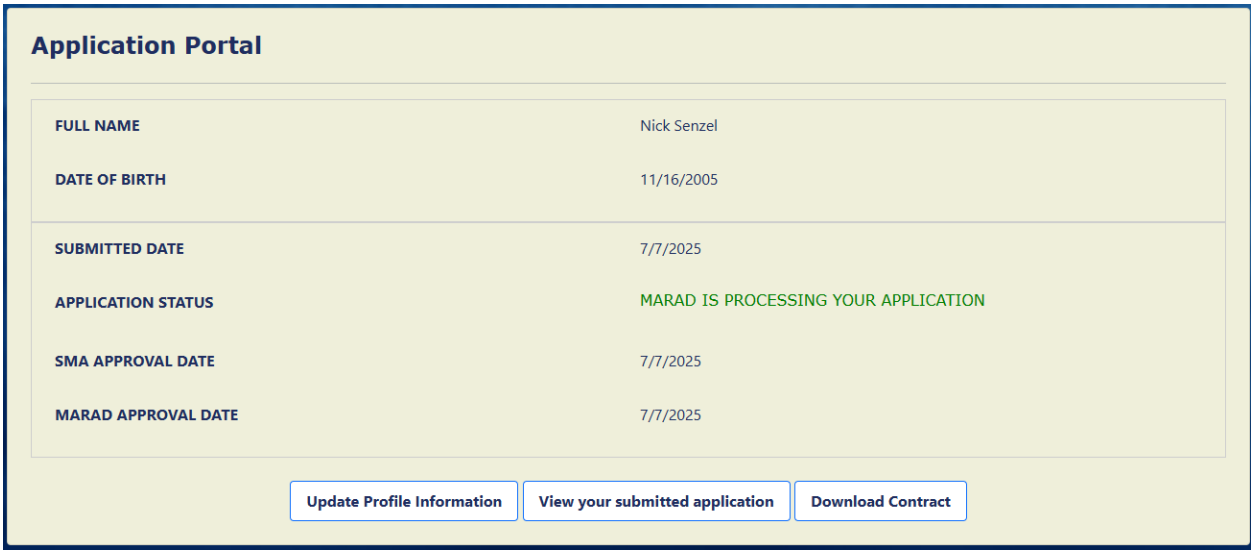

Figure 5-9 Application Status

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).

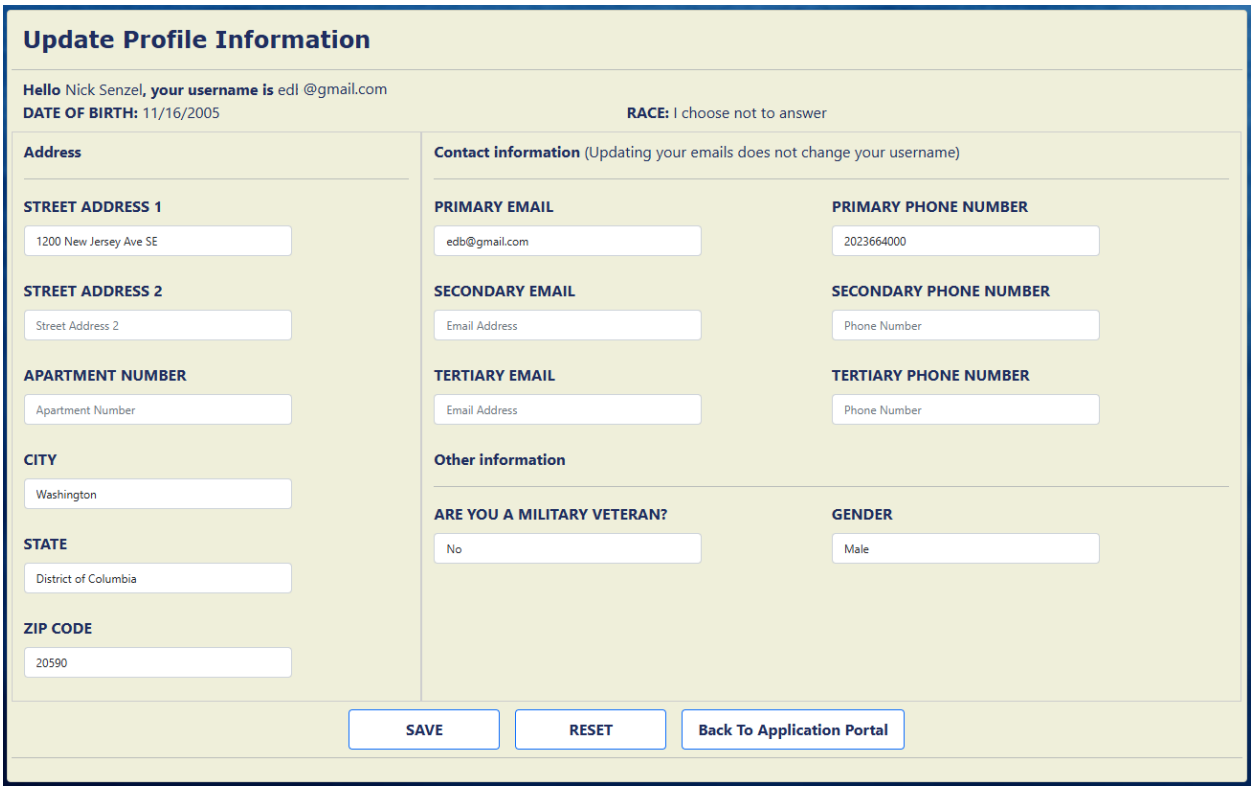

Figure 5-10 Update Profile Information

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.