



## Maine Maritime Academy

Office of Admissions  
66 Pleasant Street  
Castine, Maine 04420  
800/464-6565 Maine 800/227-8465 Out of ME

## Application Process

Maine Maritime Academy's application process is easy and straightforward. If you have any questions regarding the process, please contact us at (800)464-6565 Maine or (800)227-8465, out of Maine.

### Important Deadlines

#### **November 1**

Spring Transfer Admission  
Deadline

#### **December 20**

Early Decision Deadline

#### **April 15**

Preferred FAFSA filing date

#### **May 30**

Regular Admission/Fall  
Transfers Deadline

#### **July 1**

Completed Physical &  
Immunization forms  
to MMA for medical review

### Rolling Admissions

Regular applications are reviewed by the admissions Committee beginning in November. Admissions decisions are made on a rolling basis. Applicants are encouraged to apply in early fall, as the particular major or entering class may be full prior to the application deadline of **May 30**.

### Transfer Admissions

Transfer applications are considered for enrollment in the fall and spring semesters. Transfer students who wish to enter in the fall must meet the deadline as outlined in the Early Decision or Regular Admission process as outlined above. Those applying for the spring semester must complete the application process by **November 1**. Official transcripts for any and all post-secondary work must be submitted with the application packet.

### Early Decision

Maine Maritime offers Early Decision on admission for applicants who have completed the application process by **December 20**. This applies only to students entering in the fall semester. Early Decision candidates must sign the statement on page 2 of the application indicating if admitted to Maine Maritime, they will withdraw all outstanding applications to other institutions.

### International Admissions

#### IMPORTANT

To expedite processing of the applications, international students must have all non-U.S. transcripts, diplomas, certificates, and licenses evaluated by an approved transcript evaluation clearinghouse.

The clearinghouse will verify international transcripts for: authenticity, course and grade equivalency, and transfer credit awards. MMA recognizes the following clearinghouse evaluators:

#### **World Educations Services**

[www.wes.org](http://www.wes.org)

Bowling Green Station

P.O. Box 5087

New York, NY 10274-5087

212-966-6311

212-739-6100 fax

#### **Globe Language Services, Inc.**

[www.globelanguage.com](http://www.globelanguage.com)

319 Broadway

New York, NY 10007

212-227-1994

212-693-1489 fax

Please contact either of them for an educational credential evaluation application.

Maine Maritime requires any international student to take the **TOEFL** ([www.ets.org](http://www.ets.org)) or **IELTS** ([www.ielts.org](http://www.ielts.org)) exam. Please contact your area testing center for information on testing dates, etc.

During the application process, international students must submit proof of ability to pay for the cost of attendance.

### **To complete application package, please include:**

1. Completed Maine Maritime Academy application
2. Official transcripts from high school and college(s) attended
3. SATs and/or ACT scores
4. Letter of recommendation from guidance counselor, teacher or principal. Non-traditional (older) students please submit a letter of recommendation letter from a recent employer.
5. \$15.00 application fee (if applying via mail)
- **Veterans** - DD-214 military discharge certificate and SMART/AART transcripts of military training (if applicable).

## Notes of Special Interest

### Offer of Admission

All offers of admission are extended with the understanding that your record of academic achievement and personal conduct will remain at least at the level as when we reviewed an application. Maine Maritime Academy reserves the right to rescind an offer of admission if it is learned that subsequent academic performance or personal behavior are viewed to be substandard or inappropriate.

### Social Security Number

Maine Maritime Academy has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose the Social Security Number (SSN) for any purpose without the expressed written consent of the student, except as mandated by law. Applicants are not required to include their Social Security Number on the application for admission but voluntary submission will minimize delays associated with other requested services within our campus administration.

#### **MMA's use of the SSN**

- Verify student records,
- Identify the student for purposes of financial aid eligibility, disbursement of financial aid loans and other debts payable to the institution,
- Comply with state and federal reporting requirements,
- Assist U.S. Coast Guard licensing procedures,
- Conduct background checks for security sensitive co-operatives, and
- Confirm citizenship related documents.

### Fraudulent Reporting

Applicants must provide accurate and complete information on all application documents. Intentional omission or falsification of information during the application process will result in the immediate rejection of the application. Application misrepresentation includes, but is not limited to: (1) false, omitted, or misleading information on the application, medical or immunization forms, financial aid disclosures or during the personal interview, (2) fake, forged, or altered transcripts, standardized test scores, or letters of recommendation.

### Personal Interview

A personal interview and campus visit are strongly recommended as part of the admissions process. The absence of an interview may, in fact, be a determining factor in the final decision. Admissions personnel are available by appointment for interviews and college tours Monday through Friday, from 9 a.m. to 4 p.m. Appointments to visit MMA should be scheduled well in advance. With prior notice, the Admissions Office will provide transportation to and from Bangor International Airport and overnight accommodations without charge for the candidate and her or his family.

**Send all correspondence to :**  
Director of Admissions  
Maine Maritime Academy  
66 Pleasant Street  
Castine, ME 04420

#### **Apply Online**

The for online application fee is waived.  
[www.mainemaritime.edu/admissions](http://www.mainemaritime.edu/admissions)

### Physical Exam & Immunization

Upon acceptance to Maine Maritime, the Admissions Office will forward physical examination forms and immunization records to you for *immediate* action. These complete and accurate forms are to be returned no later than **July 1**. Please make appropriate arrangements with your family physician.

Our medical staff will review this information for completeness and qualification for U.S. Coast Guard licensing, if applicable, and notify you of their findings.

**IMPORTANT – Due to federal and state regulations, it is very important to return complete and accurate physical & immunization information in a timely manner. Failure to do so may result in withdrawal of your acceptance to Maine Maritime Academy.**

If you have had a complete physical within a year from your application, you may forward an official copy of this to the Admissions Office.

Questions regarding specific medical issues should be directed to the Director of Health Services, (207) 326-2295.

### Financial Aid

Students applying for financial assistance should submit a Free Application for Federal Student Aid (FAFSA) as early as possible after January 1 and no later than **April 15**. This application is available through your high school guidance office or MMA after January 1 or at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). It is extremely important to apply as early as possible. **Please note:** If you are an Early Decision candidate needing a financial aid estimate, contact our Financial Aid Office.