

Applying to a U.S. Service Academy – DMA Handbook

Applying to a service academy is a complicated process and it can be overwhelming. The good news is that you are not alone and we are going to help you through the process. Each service academy is different and if you are going to apply, you need to apply to more than one academy so the Senators and/or Congresswoman have options when it comes time to award nominations. It is important that you have a valid, and appropriate, email address before you start the process. If you get a lot of junk in your mailbox, you may want to create an email that is specific to this process and share access with your parents. The extra set of eyes will ensure you don't miss something important.

There are FIVE federal service academies:

- The United States Military Academy at West Point (Army)
- The United States Naval Academy (Navy and Marine Corps)
- The United States Coast Guard Academy (Coast Guard)
- The United States Air Force Academy (Air Force)
- The United States Merchant Marine Academy (Maritime service and access to all service branches)

Think outside the box ... if you want to be a pilot and think the Air Force Academy is the only place you can apply, remember that the Navy has planes too! You should apply to multiple academies during this process.

In order to attend most of the service academies, you need **BOTH** a nomination from one of our Senators or from our Congresswoman and an offer of admission. Once you have both (along with medical clearance), you can receive an appointment. These are two separate processes that you need to manage concurrently. The one exception is the US Coast Guard Academy - they do not require a nomination but their admissions process is highly competitive. Let's start with the nomination process since it opens first.

What is a nomination?

A nomination is an endorsement by a congressional representative based on your academic ability, proven leadership and potential for service. A nomination is **not a guarantee** that you will be admitted to a service academy. In Delaware, Senator Carper and Congresswoman Lisa Blunt-Rochester award nominations to ten students for each of the service academies. The Academy will determine which nominees (max of 1-2 per representative, per year) are awarded an appointment. Senator Coons awards a Principal Nominee and nine alternates for each academy. Again, final decisions are made by the individual academy. At any given time, a nominating source can have no more than 5 students at a given service academy.

How do I get a nomination?

The process is different for each nominating source. It will be important that you pay attention to the details and stay in communication with Mrs. Certesio. You should pursue any and all nomination sources to give yourself the best chance to attend a service academy. The more nominations you have, the more opportunities you have to enter the academy if you are academically, physically and medically qualified. Here are the nomination sources you can pursue as a student in Delaware:

Congresswoman Lisa Blunt Rochester (online) – Opens early summer (date TBD)

Deadline: Mid October – final date not available yet

To be eligible to receive a nomination from Congresswoman Blunt Rochester all of the items below must be received in her Wilmington office by the deadline. The final deadline date has not been set yet but will put on the DMA guidance calendar once set.

- Online Application form (<https://bluntrochester.house.gov/forms/serviceacademynomination/>) – once the online form has been completed, you will get an email with additional information about the essay, recommendations and any other required materials.
- Official high school transcript, including junior year grades
- Resume of extracurricular activities, both during school and after school
- Official score results for the American College Testing Program (ACT) and/or College Board Scholastic Assessment Test (SAT) (College Board code TBD)
- 3-5 letters of recommendation, with at least one (1) recommendation from a math or science teacher and at least one (1) recommendation from an English teacher
- Senior Year class schedule
- An essay describing why you want to attend a service academy (500 words or less)
- Current photo

HINT: You will likely have an initial interview with a member of the selection board to get to know you better. This person will meet with you at a NCC location (possibly at DMA) and will be responsible for introducing you and your credentials to the rest of the selection panel. You will have a short (15-20 minute) interview with the entire selection panel in December.

Office of Congresswoman Blunt Rochester
 Contact Person: Krista Weed
Krista.weed@mail.house.gov
 302-830-2330

Senator Coons (electronic) – Opens April 13, 2018

Deadline: October 15, 2018

To qualify for a nomination from Senator Coons, applicants must be:

- unmarried citizens of the United States with no dependents and;
- at least 17 years old but not past their 23rd birthday on the first of July of the year they wish to be admitted and;
- a resident of Delaware. You, or your parents, must claim Delaware as your primary state of residence.

If you're interested in a nomination to a service academy, please visit <https://www.coons.senate.gov/services/academy-nominations> to complete the application.

If you have any questions, please contact Desirée Burritt at the Dover office by phone at 302-736-5601 or by email at Desiree_Burritt@coons.senate.gov. The application period for the class of Class 2023 will open on April 13th. The deadline for Class 2023 submissions is October 15th.

HINT: You will likely have an initial meeting with a member of the selection board to get to know you better and to prepare you for the interview panel. This person will meet with you at a NCC location (TBD). In addition, you will have a short (15-20 minute) interview with the entire selection panel in December.

Senator Carper (electronic) – Opens April 15th

Deadline: October 15, 2018

<http://www.carper.senate.gov/public/?p=Service-Academy-Nominations>

The academies seek future leaders who possess the "whole person" concept, which includes having good moral character, a commendable academic record, medical and physical fitness, the desire to serve and the motivation to lead. The specific requirements for a nomination are:

- Citizenship: U.S. citizenship, or having obtained it by graduation from high school
- Residency: Only legal residents of Delaware may apply
- Age: At least 17 years old, but not older than 23 years old by July 1 of entering year
- Marital Status: Unmarried with no dependents
- Academic: Must complete the SAT
- Physical: Must meet the Academy physical requirement and the DODMERB medical examination

You should begin the nomination process by creating your online account with your personal password. By creating this account, you are notifying Senator Carper of your interest in a nomination to a U.S. Service Academy. You can access the application at <https://oampublic.senate.gov/constituent/login/70116bc1-6284-4154-9487-f38b5540410b/>. The application deadline is October 15, 2018. Your application will be reviewed once the deadline passes. If you meet the general requirements, you will be contacted in writing to sit for an interview with his Service Academy Interview Panel. Nominations are announced in January; candidates are notified in writing.

HINT: During the 2017-2018 process, there was only one interview, with the entire selection panel, at the Delaware Air National Guard. You will only get one chance to make a good impression so make sure you get some time in with mock interviews in late November or early December.

Vice Presidential Nomination (VP Pence)

Application is open from March 1, 2018 through January 31, 2019

At any one time, five students may attend the academy based on a vice presidential nomination. Competition for a vice presidential nomination is nationwide, therefore, it is very competitive. U.S. citizens who are living outside the United States and who have not maintained a domicile in the U.S. are encouraged to apply for a vice presidential nomination.

Application dates: Applicants must complete the online nomination application between March 1, 2018 and January 31, 2019. The Office of the Vice President will not accept paper applications. Please do not send applications for the Vice Presidential nomination to any of the Service Academies. The online nomination application is available <https://www.whitehouse.gov/administration/vice-president-pence/academy-nominations/application>

No additional letters of reference are required. The letters submitted in your admission application will be sufficient. The essay, as well as all other materials, must be submitted via the online application.

Presidential Nomination (President Trump)

An unlimited number of presidential nominations are available for children and legally adopted children of career officer and enlisted personnel of the armed forces, active or reserve, including the Coast Guard. One hundred candidates may be appointed with these nominations each year. A parent in the reserve must be serving as a member of a reserve component and be credited with at least eight full years of service (a minimum of 2880 points) or must be entitled to retired pay except that he or she is not yet sixty years old. Otherwise, the parent must currently be on active duty (other than for training) and have served continuously for at least eight years or have been retired with pay or granted retired or retainer pay. If you qualify for a presidential nomination, please see Mrs. Certesio for more information.

DMA NJROTC Unit Nomination

As a distinguished unit, with academic honors, we are entitled to nominate three candidates to the US Military Academy at West Point, three to the US Air Force Academy and SIX to the United States Naval Academy. This

should not be the only nomination source you pursue. In fact, if you have not actively sought a nomination through one or more of the other sources, DMA will not give you a nomination. If you would like a nomination from DMA, please let Mrs. Certesio know by December 31st.

DO NOT wait until you have a nomination to complete your application for admission!!

Admissions

The admission process is different for each academy so you will have to stay organized and make sure everything is in your file. The majority of admissions reps are willing to assist you in the process and will respond to emails and phone calls (as long as they are not constant). It is a good idea to touch base with each admissions officer once every 4-6 weeks if there have been a change or there is something new you need to update.

Here is an overview of each academy:

US NAVAL ACADEMY:

If you are planning to apply to the USNA, keep the following curriculum suggestions in mind:

- 4 years of Math: Algebra I/II, Geometry, and Pre-Calculus or Calculus if offered.
- 4 years of English
- 2 years of a Foreign Language
- 1 year each of Chemistry and Physics (with a lab if available)
- 1 year of US History and 1 year of World or European History
- Computer instruction is very helpful
- USNA recommends Honors, Advanced Placement, and International Baccalaureate courses if offered.

USNA Steps for Admission (start in April/May of Junior Year)

1. Make sure you have your social security number
2. Be sure you meet the basic requirements for eligibility:
 - a. United States citizen;
 - b. Good moral character;
 - c. At least 17 and not past their 23rd birthday on 1 July of the year they would enter the academy;
 - d. Unmarried;
 - e. Not pregnant; and
 - f. No dependents.
3. Complete a preliminary application: A preliminary application must be submitted to become an official candidate for next year's entering class. If you have applied for our Summer Seminar program, please do not submit a preliminary application, as these two applications are the same. After being designated as an official candidate for admission, all applicants will be notified by mail, typically in June before your senior year. Within your candidate letter will be important instructions on how to proceed with the application process. The preliminary application form is for students who will be seniors next year, or for students who are current seniors or in college. Please ensure you have the following information on hand when completing the preliminary application. If you do not have this information we cannot properly process your application.
 - a. High School Educational Testing Service (ETS) Code – DMA is 080171
 - b. Rank in your High School Class
 - c. Congressional State and District (where you or your family votes) – Delaware is an At-large district

- d. Zip code + 4
 - e. SAT, ACT, or PSAT scores
4. To receive an offer of appointment to the Naval Academy, an applicant must obtain a nomination from an official source (see previous section). **You can complete your application before receiving an appointment.**
 5. Official test results are required for admission. Non-standard tests are not accepted for admission. This includes untimed ACT or SAT tests. You should have your scores forwarded to the Naval Academy using the appropriate College Code Numbers. The SAT-I school code is 5809. The ACT school code is 1742. You must log in to your College Board account and pay the \$12 to send the official scores. You can take the SAT multiple times and the academy will “super score” your results. Make sure you send all scores to the academy.
 6. If the information provided in your Preliminary Application indicates your record is strong enough, you will become an official candidate for admission and you will receive a candidate information letter as early as the July prior to your high school senior year. Upon completion of your candidate file, the Admissions Board will review your record.
 7. When your counselor (Mrs. Certesio) fills out the Candidate Academic Information, they will be instructed to mail an official transcript on your behalf. Transcripts should include your candidate number and be mailed to the following address: Office of Admissions 52 King George Street Annapolis, MD 21402.
 8. Once your application reaches 51% complete, the Admissions Department will submit your name to the Department of Defense Medical Examination Review Board (DoDMERB) who will contact you regarding where you may call to schedule your medical examination. DoDMERB will carefully review your medical exam to determine if you meet our medical standards for admission. Approximately one month after your physical is completed, you will receive (by mail) a status report of the DoDMERB findings. DoDMERB may request you provide additional information/records regarding illnesses, injuries, surgery, familial diseases, and other factors that could affect your medical status. You may also be asked to schedule follow-up appointments to determine your current medical status. You may check on the status of your medical exam by referring to the DoDMERB website at <https://dodmerb.tricare.osd.mil/>. DoDMERB will mail you a letter with the results of their evaluation of your medical examination. If you have a disqualifying condition, you will be automatically considered for a waiver if/when you receive a Conditional Offer of Appointment. You need not write to request a waiver, nor should you send additional medical information to the Naval Academy for review. A waiver of the medical standard may be granted if both your academic record and medical history suggest the risk introduced by the disqualifying condition is justified by your potential for success as a midshipman and as a naval officer. Many candidates will be required to provide additional information to DoDMERB after their first disqualifying medical condition has been waived. This additional information may result in other disqualifying conditions - which will also be considered for waiver.
 9. The Candidate Fitness Assessment is a component of your application and will be submitted electronically. The test consists of a one-mile run, a 'shuttle' run, a kneeling basketball throw, abdominal crunches, push-ups, and pull-ups or a flexed-arm hang for women (when pull-ups cannot be accomplished). The purpose of the test is to evaluate coordination, strength, speed, agility, and endurance. The test can be administered by anyone with a physical education degree, an active duty officer, or a blue and gold officer. Candidates accustomed to regular physical activity should have no difficulty with the Candidate Fitness Assessment. Being properly conditioned prior to Induction Day cannot be overemphasized. You will be far better prepared to meet the stringent physical demands of Plebe Summer if you maintain a high level of physical fitness during high school. Gunner Bahr will set up multiple times during the school year for you to take the test.

You can take it multiple times, if needed, to ensure you meet the standards. If you do this early enough, our admissions rep will happily review the scores and let you know if they need to be taken again.

10. All candidates should contact their Blue and Gold Officer immediately upon receipt of their official candidate letter. Our Blue Gold officer is Brad Boyd – 302-377-4479. You will meet with Mr. Boyd at DMA and he will submit his evaluation directly to the USNA.
11. If you are found scholastically qualified but do not receive a Letter of Assurance, you will be competing for an Offer of Appointment from within your nominating sources. Approximately 3,000 candidates are found fully qualified (scholastic, medical, CFA, and have obtained a nomination) each year. Of that number, about 1,400 will receive appointments and approximately 1,200 become midshipmen. Most candidates will be notified of their final status by April 15.

US MILITARY ACADEMY AT WEST POINT

If you are planning to attend West Point, keep the following suggestions in mind:

- Continue to perform your personal best in high school academics, athletics and extracurricular activities.
- Earn A's and B's in the toughest courses you can take.
- Do well in calculus, trigonometry (part of our pre-calculus course) and physics.
- Excel on the athletic field.
- Become a leader in student government, clubs or other organizations.

Steps for admission:

1. Determine whether you meet the Basic Requirements. If you are eligible, fill out and submit the initial screening application, called the Candidate Questionnaire. Candidates must:
 - a. Be at least 17 but not older than 22 on July 1 of the year they enter West Point.
 - b. Not be married.
 - c. Not be pregnant.
 - d. Not be legally responsible for support of any children.
 - e. Medical Qualifications:
 - f. Be in good physical and mental health.
 - g. Pass a medical exam (DODMERB).
 - h. Above average strength, agility, and endurance.
2. Start a File Online
West Point will start your candidate file upon receiving a completed Candidate Questionnaire online located here, in the middle of your junior year in high school or as soon after that as possible. You must have a Social Security Number to start a file. Your file will be reviewed, and you will be notified if you have the qualifications to compete for admissions.
3. Apply for a Nomination
You must obtain a nomination in order to compete for admission to West Point, and you should apply for all nominations for which you are eligible during the spring of your junior year. At a minimum, candidates are eligible for a congressional nomination from their representative in Congress, their two U.S. senators, and the vice president of the United States.

4. Fill Out West Point Forms Online

The Admissions Office reviews Candidate Questionnaires, and candidates who pass the initial screening will receive instructions about the remaining admissions requirements, including being qualified by the Department of Defense Medical Examination Review Board (DoDMERB). All procedures and forms must be completed promptly. Candidates who do not pass the initial screening will be notified.

5. Follow Up on Nominations

Each year, more than 10,000 candidates open files for admission to West Point, but only about 4,000 receive nominations. A nomination is the legal authority for West Point to offer admission, and it's very important that you aggressively pursue every nomination available to you.

6. Complete Testing

- a. Qualifying Medical Exam (DODMerb)
- b. Candidate Fitness Assessment
- c. ACT PLUS Writing and/or SAT
- d. All candidates must take the timed ACT Plus Writing or SAT. West Point does not accept un-timed scores for academic evaluation or ACTs without the optional writing section. We recommend that you take both the SAT and ACT at least once. It's to your advantage to take the tests as many times as practical, since West Point only considers your highest sub-scores, so you can only improve. Try for scores of at least 600 in math and verbal for SAT and 29 or higher for ACT. You should have your scores forwarded to West Point using the appropriate College Code Numbers. The SAT code is 2924 and the ACT code is 2976. You must log in to your College Board account and pay the \$12 to send the scores directly to the academy.

7. Stay on Top of your File

- a. Have you sent all of your nomination requests? Did you meet those deadlines?
- b. Have your ACT and/or SAT scores been sent to us?
- c. Have you completed the forms in your candidate kit?
- d. Are you practicing the six performance areas to prepare for your Candidate Fitness Assessment?
- e. Have you had the Qualifying Medical Examination (DODMERB)?

8. Reach out to your local field force representative with any questions or concerns. They are your liaison with the admissions office. Our field force representative is Frederick E. Noll and he can be reached at FENOLL@comcast.net.

West Point no longer conducts rolling admissions. The majority of offers of admission are made between November and June of the following year. However, for those fully qualified, outstanding candidates who have completed all admissions requirements, they may receive offers as early as November. The next page has a timeline for all admission to the USMA at West Point

UNITED STATES AIR FORCE ACADEMY

1. Check Your Eligibility - To apply to the Academy, you must be of good moral character and meet these basic eligibility requirements:
 - a. At least 17 but not past your 23rd birthday by July 1 of the year you enter the Academy
 - b. A United States Citizen
 - c. Unmarried with no dependents
 - d. Read complete eligibility details to confirm that you meet these requirements as defined by the Academy. If you do, you may proceed to the next step.
 - e. If you are a citizen of a country other than the United States, please see Advice to Applicants: International Students.

2. Find Your Admissions Liaison Officer
It is recommended that you make contact with your Admissions Liaison Officer (ALO) early in your application process. Your ALO is qualified to answer any questions you might have about admissions, the Academy, or what it means to be an officer in the Air Force. Note: later in the process, you will complete a personal interview with your ALO. It is in your best interest to build a relationship with this Academy representative and to stay in contact throughout your application process. DMA's ALO is Major Dennis C. Philapavage and he can be reached at denphil@gmail.com.

3. Complete Your Pre-Candidate Questionnaire
To become a candidate for appointment to the Academy, you must complete and submit a Pre-Candidate Questionnaire. You may begin as early as March 1 of your Junior year of high school. It must be completed by December 31st. You must have the following information available to complete the Pre-Candidate Questionnaire:
 - a. Full Legal Name, Birth Date and Social Security Number
 - b. Mailing Address, Home Phone and Email Address
 - c. High School Name, Class size
 - d. Class Rank and Grade Point Average (on a weighted 4.0 scale)
 - e. One or More Test Scores: PSAT, PLAN, SAT, and/or ACT
 - f. Your class rank, grade point average, test scores and answers to questions regarding your situation and activities will determine whether you will be granted candidate status.
 - g. In addition to the information listed above, it is recommended that you become familiar with all Academy admissions requirements, particularly the Academic Performance and Extracurricular Activities factors, so that you understand what we are looking for in a candidate.

Once you complete your Pre-Candidate Questionnaire, the system will send you an automated email reply to verify it has been received. Those Pre-Candidates who will be granted candidate status will receive an email and Candidate Kit Instructions online.

4. Seek Your Nomination
To be eligible to accept an offer of appointment to the Academy, you must be nominated by a legally authorized nominating entity. The process of securing a nomination is competitive and lengthy. It is recommended that you begin applying for a nomination at the same time that you are completing your Pre-Candidate Questionnaire. Begin your nomination application as soon as possible. The deadlines of your nominating sources vary and could be as soon as early September. Regardless of when you initiate the process, your nomination must be received by the Academy no later than January 31. See the first section of the handbook on nominations.

5. Request Transcripts and Teacher Evaluations

In the Pre-Candidate phase, you self-reported your grade point average and class rank. Now, in the Candidate phase you will request official transcripts from your school to verify your past academic record. You will be provided with a Request for Secondary School Transcript (USAFA Form 148) to give to your high school counselor. Ensure that your counselor completes and mails it to us, including your high school's profile and senior class schedule. For more details, see the Academic Performance admissions factor.

To gain further insight into your academic preparation and character, we require three teacher evaluations. If you are in high school, the instructors evaluating you MUST be your:

- a. 11th or 12 grade English instructor
- b. Math instructor
- c. One other instructor (preferably Science, but may be History, etc.)
- d. You will be able to print the form for them from the USAFA admissions page. For more details, see the Character Evaluation admissions factor.

6. Train for and Take the Candidate Fitness Assessment

In order to qualify for admission to any of the Service Academies, you must take the Candidate Fitness Assessment (CFA). Become familiar with the six events in this fitness test and practice them to score well. The events are administered consecutively with specified start, finish, and rest times. Although the CFA is Pass-Fail, it is imperative that you perform to the best of your ability on each of these events, failure can disqualify you in the application process:

- a. Basketball Throw
- b. Pull-Ups/Flexed Arm Hang
- c. Shuttle Run
- d. Modified Sit-Ups (Crunches)
- e. Push-Ups
- f. One-Mile run

Note that you are responsible for finding your own examiner (Gunner Bahr) and providing them with official instructions on how to set up and administer the test. Your Physical Education instructor or a coach are good options. You can take this multiple times, if needed.

7. Complete Your Extracurricular Activities Record

Participation in athletic and non-athletic activities is an asset in preparing for the demanding Air Force Academy program, and is a competitive factor in your application to the Academy. Sustained participation and leadership in a few activities is desirable. You will complete the Candidate Activities Record to receive credit for any activities you have participated in at school, in organizations outside of school or at work.

8. Qualifying test scores

Students who score below 580 verbal and 560 math on the SAT Reasoning and below 24 English/reading and 25 math/science reasoning on the ACT normally will not be competitive for an appointment.

9. Complete Your Writing Sample and Personal Interview

As part of the admissions process, you will be required to submit a writing sample and to conduct a personal interview with an Admissions representative. Both of these steps allow you to speak to the selection panel in your own words. If you have not done so already, make contact with your Admissions Liaison Officer (ALO) and schedule your personal interview. Treat this as a job interview, as it is an important piece of our holistic review. As for your writing sample, you will have the choice of providing a written response to two out of three questions provided in your online application. Responses should reflect who you are using specific, concrete details. Responses should also demonstrate critical thinking, organizational and grammatical abilities.

10. Submit Your Personal Data Record and Drug/Alcohol Abuse Statement

The Air Force Academy wants individuals of high moral character to further develop into future leaders of the Air Force and our nation. The Personal Data Record and Drug/Alcohol Abuse Statement are two critical aspects of your admissions file. You must provide details of your personal record, including any legal issues such as arrests or citations. The Candidate Personal Data Record must be completed including details of any and all incidents. If selected as a cadet, a complete background investigation will be accomplished for purposes of granting a security clearance.

By this time, you should already be in contact with your Admissions Liaison Officer. Note that to receive access to the Drug/Alcohol Abuse Statement portion of the online application, you must contact your ALO and receive instructions. These instructions can be received over the phone or in person.

11. Complete Your Medical Evaluation

All candidates admitted to the U.S. Air Force Academy must meet the medical and weight standards for a commission in the United States Air Force. The Department of Defense Medical Examination Review Board (DODMERB) is responsible for determining your medical qualification. Note you must complete three of the following five application steps BEFORE your name will be forwarded to DODMERB to schedule your examination

- a. Candidate Fitness Assessment (USAFA Form 158)
- b. Candidate Personal Data Record (USAFA Form 146)
- c. Candidate Activities Record (USAFA Form 147)
- d. Teacher Evaluations (USAFA Form 145)
- e. Writing Sample (USAFA Form 0-878)

You should know that it can take up to 30 days to schedule your initial medical evaluation, 60 days for completion and possibly another 30 days for a medical waiver if required. This can result in up to a 4-month process for candidates. Applicants should become familiar with examination requirements and medical standards to ensure a complete and competitive application to the Academy. For more detail on this admissions requirement, see the Medical Evaluation admissions factor.

The next page is a checklist of all the requirements for admission to the USAFA ... I recommend that you print it out and check off things as you complete them.

UNITED STATES AIR FORCE ACADEMY ADMISSIONS CHECKLIST

WHEN	ACTION REQUESTED	COMPLETED
Spring of Junior Year	Contact your ALO	_____
	Read entire catalog	_____
	Take SAT/ACT more than once	_____
	Request USAFA Application	_____
	Complete USAFA Application	_____
	Condition for CFA-push ups, sit ups, pull ups, and run	_____
Summer before Senior Year	Request nomination from all sources: Congressman, Each of two state Senators, President/Vice President	_____
	Receive USAFA Candidate Kit and read Instructions to Candidates	_____
	Condition for CFA	_____
Fall of Senior Year	Return Candidate Kit and forms	_____
	Complete nomination packages	_____
	Schedule/Retake SAT/ACT	_____
	Schedule DoDMERB Medical Exam	_____
	Complete CFA	_____
	Complete DoDMERB Medical Exam	_____
	Prepare for Congressional Interview	_____
Winter of Senior Year You will not be considered for appointment until all following is complete (Contact Counselors)	Receive Congressional Nomination	_____
	Contact ALO for formal interview	_____
	All paperwork is complete	_____
	All medical follow-ups complete	_____
	CFA complete	_____
	ALO interview complete	_____
	Continue working out for USAFA	_____
	Return Letter of Acceptance	_____
Spring of Senior Year	Return Letter of Acceptance	_____

INTEGRITY FIRST, SERVICE BEFORE SELF, EXCELLENCE IN ALL WE DO

US COAST GUARD ACADEMY

Unlike the other federal service academies, the Coast Guard Academy does not require a Congressional nomination. To be considered for admission, you must submit all required application material by January 15 of the year of entrance (October 15 of the year prior to entrance for Early Action consideration).

The Academy's broad program of intellectual, professional, physical, and character development prepares the future leaders of the Coast Guard and the United States of America. Thus, we seek to enroll students of high moral character who have a background strong in academic, leadership, extracurricular, and athletic preparation. Each year, the Academy admits about 300 cadets from thousands of applicants. Each application is reviewed by the Cadet Candidate Evaluation Board, which conducts a thorough, holistic review. The board members pass their findings to the Director of Admissions, who makes an appointment recommendation to the Superintendent. All offers of appointment must be approved by the Superintendent.

Cadet Candidate Evaluation Board

The USCGA conducts a holistic review, board members consider the following questions when deciding to offer an appointment:

- What is the applicant's potential to develop into a leader of character grounded in strong intellectual skills and a healthy disposition
- Who will make the best use of the Academy's resources?
- Who will have the motivation to stretch their capacity?
- Who will enrich campus life for the benefit of other cadets and the Academy community?

Steps to Apply

1. Eligibility

- a. You are eligible to apply for the Coast Guard Academy if you are:
- b. A U.S. citizen of sound moral character
- c. Unmarried with no dependents or financial debt
- d. 17-22 years of age on July 1 of the year of entry
- e. A high school graduate or GED recipient (or will be prior to entry)
- f. If you are not a U.S. citizen, you may want to consider applying to be an International Cadet.

2. Start your Online Application – This is done online at the USCGA admissions website (includes essay)

3. Required Forms - available online as you complete the online application

- a. High school transcript(s)
- b. Math instructor letter of recommendation
- c. English instructor letter of recommendation
- d. Guidance counselor letter of recommendation
- e. Physical Fitness Examination (PFE)
- f. Official SAT/ACT with writing test scores

4. Medical Exam

Though not required for review of your application, a qualifying **DoDMERB Medical Exam** must be on file before an appointment to the Academy can be offered. The Department of Defense Medical Examination Review Board (DoDMERB) determines the medical fitness of all applicants to the five United States federal service academies. The names of applicants deemed competitive for an appointment to the Coast Guard Academy (or one of our preparatory school programs) will be provided to DoDMERB once they have completed the application process. Within two weeks, you will receive instructions from DoDMERB (or their contractor Concorde, Inc.) about how to schedule your medical examination.

5. Supplemental Forms

- a. Commanding Officer recommendation (if currently serving in the military)
- b. College transcript(s) (if you are or were in college)
- c. Resume
- d. Up to two optional letters of recommendation

6. **Schedule an Admissions Interview** - An admissions interview is an excellent opportunity for you to learn more about the Academy, and for the Academy to learn more about you. Interviews are optional and are available from October until January 30 each year. The interview normally takes about 40 minutes. If your family wishes to attend with you, the interviewer will first meet with you alone, then offer time for your family to ask questions. If you are interested in having an interview, contact your Admissions Officer and they can arrange for an interview with a Coast Guard Academy representative in your area. There is usually a two week waiting period between the date of request and the interview. The best time to schedule your interview is after you have submitted the online application, your SAT Reasoning or ACT with Writing Test scores, and a current high school transcript. The critical information received in the first part of the application process, along with your test scores and transcript, allow us to start a file on you. Further, your submission of this information indicates you are serious about applying to the Academy. DMA can also help you set up an interview with a local representative.

7. SAT/ACT

There is no minimum test score requirement for the U.S. Coast Guard Academy. Successful candidates usually score at least 1100 combined Critical Reading (ERWI) and Math on the SAT, or have an ACT Composite of at least 24. To send your scores from the testing agency, contact **SAT** or **ACT**, or list our code when you take the test. Our SAT code is 5807 and our ACT code is 0600. You must log in to your College Board account and pay the \$12 to send the scores directly to the Coast Guard Academy.

8. Physical Fitness Test

The Physical Fitness Exam (PFE) is a measure of your physical aptitude. It consists of three elements worth a maximum score of 100 points each and must be administered in the following sequence:

- a. Cadence Push-Ups (Audio file)
- b. Two-Minute Sit-Ups
- c. 1.5 Mile Run

A minimum score of 130 points is required for admission to the Academy. A score form will be available for download when you apply to the Academy online. You can download the PFE Instruction Manual to help you prepare now for the exam. Please be aware that this is different from the Candidate Fitness Assessment (CFA) and must be completed separately. **NOTE:** The PFE will be administered during the first week of Swab Summer. Cadets who fail to score at least 130 points will be disenrolled. Cadets who fail to score 165 points at the end of Swab Summer will be placed on Fitness Probation and receive remedial physical training. Cadets who fail to score 165 points by the end of their first semester will normally be disenrolled.

9. Early Action

If you are applying as a high school senior you are eligible to apply under our Early Action Program. If you complete your application by October 15, you will receive an admissions decision no later than December 24. Early Action is non-binding; you are not obligated to accept an appointment, if offered, and you have until May 1 to decide. You may also apply to any other schools you wish as long as you remain compliant with the policies regarding their own Early Action or Early Decision programs. Be aware ... If you are not accepted during Early Action, your application will not be reviewed again during the regular decision process. **DMA does NOT recommend this for our cadets.**

10. Regular Action

You must complete your application, in its entirety, by January 15 in order to be considered for an appointment by the Cadet Candidate Evaluation Board (CCEB). All Regular Admission applicants will be notified of their selection status no later than April 1. If you receive an appointment, you must accept or decline by May 1 or within two weeks of the offer, whichever is later.

US MERCHANT MARINE ACADEMY

A United States Merchant Marine Academy education is one of the great adventures of a lifetime. For half a century young individuals have come to Kings Point to acquire the knowledge, experience, discipline, and skills that strong leadership demands. Students may begin applying to the Academy on 15 May of your Junior Year of High School. The application deadline is 1 March of the year you wish to enter the Academy. The earlier you start the application, the sooner all related processes can begin (scheduling for your DoDMERB physical, for example). The later you apply, the greater the chance that you will not complete all processes by our established deadlines.

To be appointed to the Academy, candidates must have satisfactorily completed their high school education at an accredited secondary school or its equivalent. They must have earned at least 16 units of credit. Four of these credit units must be in English; three units in mathematics (from algebra, geometry and trigonometry); and one unit in physics or chemistry with a laboratory. These requirements are minimal. The Academy strongly recommends that candidates take four years of mathematics and both physics and chemistry. Courses in mechanical drawing and machine shop are also desirable. Successful completion of pre-calculus or calculus satisfies the trigonometry requirement. Other recommended courses would include engineering-based courses, business courses such as Economics and Statistics, and other technical subjects.

How to Complete Your Package

To be complete, your Application Package must contain all of the following:

1. USMMA Admissions Application:
 - Part 1, completed by you, on-line
 - Part 2, completed by you, including your Biographical Essay
 - Part 3, completed by your High School, which also must include:
 - Official High School Transcript(s)
 - Official SAT and/or ACT standardized test scores
 - Three (3) Letters of Recommendation
 - Candidate Fitness Assessment (CFA)
 - College Transcript(s), if applicable
 - College Letters of Recommendation, if applicable
 - You must mail completed documents, with attachment(s) to:

*Admissions Office
U.S. Merchant Marine Academy
300 Steamboat Road
Kings Point, New York 11024-1699*

2. Completed DoDMERB Medical Exam (**Failing to disclose pre-existing medical conditions that you were aware of which are discovered after reporting to the USMMA may result in medical separation and you may be ineligible for readmission.**)
3. Nominations from a proper nominating authority (either a U.S. Representative or a U.S. Senator from your State of Residence/Domicile)

4. Candidates for admission to the U.S. Merchant Marine Academy must be at least 17 years of age, and not have passed their 25th birthday, before 1 July of the year of admission.
5. Qualifying test scores from the SAT or ACT:
 - a. The current minimum qualifying scores for the SAT Reasoning are 29 Reading (subscore) and 580 Math
 - b. The current minimum qualifying scores for the ACT are 23 English and 24 Math. You must also achieve a minimum composite score of 23. Each of the three minimum scores must be achieved individually in order to meet the Academy's minimum test score requirements.
6. **Applications** - You must complete an application no later than the March 1 application deadline. You are strongly encouraged to complete this application early and must complete part 1 prior to receiving a nomination from your nominating authority. Early filing of an application will expedite processing of your admission file.
7. **Candidate Reply Date** - The Academy ascribes to the universal candidate reply date of May 1. All principal, conditional and alternate appointees are required to notify the Academy either of accepting or declining their status by that date.
8. **Apply On-Line** - U.S. candidates for admission to the Academy may apply on-line at <https://onlineapp.usmma.edu/Account/Login.aspx>.

Important Contacts

DMA Counselor for ALL Academy and ROTC Candidates: Debra Certesio

Email: debra.certesio@dma.k12.de.us

Phone: 302-998-0745

Our School Code: 080171

Senator Carper's Office Contact: Lauren Mincey

Email: lauren_mincey@carper.senate.gov

Phone: 302-674-3308

Senator Coons' Office Contact: Desiree Burritt

Email: Desiree_Burritt@coons.senate.gov

Phone: 302-736-5601

Congresswoman Blunt Rochester's Office Contact: Krista Weed

Email: krista.weed@mail.house.gov

Phone: 302-830-2330

Important Websites/Links

Nominations:

Carper: <https://oampublic.senate.gov/constituent/login/70116bc1-6284-4154-9487-f38b5540410b/>

Coons: <https://www.coons.senate.gov/services/academy-nominations>

Congresswoman Blunt Rochester: <https://bluntrochester.house.gov/forms/serviceacademynomination/>

Academy Admission Offices:

West Point - admissions@usma.edu

Naval Academy - <http://www.usna.edu/Admissions/index.php>

Coast Guard Academy - <http://www.uscga.edu/admissions/>

Merchant Marine Academy - <https://www.usmma.edu/admissions>

Air Force Academy - <http://www.academyadmissions.com/admissions/>

Helpful Hints

Here are a few tips and pointers as you move through the process. Also, some helpful information about recommendation letters and how to request them.

Helpful Hints:

- For nominations, you will likely have multiple interviews (individual and with a panel). Be prepared, schedule a time to work with Gunner Bahr or Master Chief Call to do mock interviews. Here is what it looked like In 2017-18:
 - Carper did one interview with an entire panel
 - Coons did an individual interview and a second interview with the entire panel
 - Blunt-Rochester did an individual meeting to prepare you for the interview with a panel
- Create a detailed resume – don't just list the things you are doing but emphasize your involvement level. You should be looking to take on leadership roles in the organizations you are involved in. Some examples include: Varsity Captain, NJROTC Regimental Staff, Student Government officer, BPA officer, etc.
- Once any one of your applications reaches 51% complete, you will get an email (there is a delay and they don't start coming out until the fall) from the Department of Defense. It is VERY EASY to miss this email because it is not obvious it is regarding your medical exam. This is why we recommend you create a new email address and make sure your parents also have access. The email may come to you from the provider *Concorde*.
- If you have a known medical issue, make sure you get on your applications early. You will likely go through a remedial process for your medical clearance, be turned down, and need to get a waiver from the specific academy. A large number of applicants are initially turned down by DoDMERB and need a waiver from the academy. If you wait too long to start the application process, you may not get the medical process in time to be offered an appointment.
- Talk to the admissions representatives and the liaisons. Their goal is to get qualified candidates an appointment. In addition, most admissions reps would like to hear from you every 4-6 weeks or when new things are happening that may strengthen your application file.

Recommendation Letters:

- You will need between three and five recommendations for each nomination and admission file. Some teachers will write a generic one and others will write one that they can tailor to each office. Either way, a copy of every teacher recommendation for academy admissions, nominations and ROTC should be given to Mrs. Certesio (digitally).
- We have created a recommendation request that you can check off and give to teachers or other recommenders to let them know which recommendation letters you need. You should request the recommendations and ask that they create them, give a copy of them to Mrs. Certesio and hold on to them until they receive a request.
- **ALWAYS** provide a copy of your brag sheet AND resume to all teachers at the time you request the recommendation.
- Select at least one MATH and one ENGLISH teacher to write a recommendation. Others should be selected based on your interests.

Academy Contact Information

Air Force Academy

Delaware Admission Reps: Abram Jacons (A-K) 719-333-9474 & Albert Alire (L-Z) 719-333-3801

Admissions Office

HQ USAFA/RRS

2304 Cadet Drive, Ste. 2300

USAF Academy, CO 80840

www.usafa.edu

Admissions Liaison Officer (LAO) – Maj. Dennis Philapavage, denphil@gmail.com

Merchant Marine Academy

Delaware Admissions Rep: Lt. Joseph Becker 866-546-4778 / beckerj@usmma.edu

Office of Admissions

300 Steamboat Road

Kings Point, NY 11024-1699

www.usmma.edu

Local Representative – John Fusco john.f.fusco@gmail.com

Military Academy at West Point

Delaware Admissions Coordinator: Kendrick Vaughn – 800-822-ARMY x5720

Admissions Office

600 Thayer Road

West Point, NY 10996-9902

<http://www.usma.edu>

Local Field Representative – Frederick Noll, fenoll@comcast.net

Naval Academy

Delaware Admissions Rep: Lt. Hill jrhill@usna.edu

Civilian Admissions Rep: Marti Kwon - (410) 293-1854

Office of Admissions

52 King George Street

Annapolis, MD 21402-5018

<http://www.usna.edu>

Blue Gold Officer (BGO) – Maj Brad Boyd 302-377-4479

Coast Guard Academy (no nomination required)

Delaware Admissions Rep: Lt. Brennan Dougherty - (860) 444-8505

Admissions Office

31 Mohegan Ave

New London, CT 06320

www.uscga.edu

Admissions Partner – Lee Dawkins 215-348-1085 // dawkinslee4176@comcast.net