# CONGRESSMAN BRETT GUTHRIE
## 2nd Congressional District of Kentucky

# General Guidelines for Applying to the Service Academies

***These guidelines on the admissions process to attend United States service academies are general in nature. You should consult literature published by each service academy for specific information regarding qualifications and programs. Also, applicants MUST submit their own SEPARATE application(s) to each academy for which they are seeking admission. Nomination applications are NOT admission applications.***

## Overview of Service Academies

As a student contemplating your options for a college education, you are encouraged to consider the unique benefits the United States service academies have to offer. The military service academies are among the most prestigious and enriching higher education programs in the world. To become a cadet or midshipman, you must meet stringent academic, physical, and medical requirements specified by law. An applicant to any service academy except the Coast Guard Academy must also obtain a nomination from an official in the federal government. An applicant may seek a nomination from his or her representative in Congress, both of his or her senators, or the Vice President. Children of service members who meet certain criteria may also seek a nomination from the President. Members of the regular military, reserve components, and participants in ROTC may also seek nominations from the Secretaries of the Army, Navy, or Air Force. ***(See Appendix A)***

Service academies annually admit between 1,000 and 1,300 young men and women from a wide variety of backgrounds all across the United States. Nurtured by the military environment, this diversity helps young cadets/midshipmen gain a cultural as well as a rich educational experience.

As a candidate, you are evaluated for appointment to a service academy on the basis of academic performance (high school record and SAT and/or ACT scores), demonstrated leadership potential, physical aptitude, and medical qualification. Academies seek class composition of top scholars, leaders, athletes, women, and minorities to maintain diversified collegiate environments and student bodies. Candidates with outstanding qualifications in one or more areas and those who have extenuating social, financial, or family circumstances limiting athletic, academic, or leadership opportunities may receive special consideration for admission.

Attendance at a service academy includes a fully funded four-year college education. Tuition, room, board, and medical and dental care are provided. As members of the Armed Forces, you will also receive a monthly stipend to cover the cost of uniforms, books, personal computers, and living incidentals. By law, graduates of service academies are appointed on active duty as commissioned officers and serve in their respective services for a minimum of five (5) years.

## Basic Requirements

## a. General Requirements

Each candidate must:

- Be at least 17, but not yet 23 (25 for U.S. Merchant Marine Academy)
- Be a U.S. citizen at the time of enrollment
- *Not* be married
- *Not* be pregnant or have a legal obligation to support children

## b. Academic Qualifications

Each candidate should have:

- An excellent high school or college academic record
- Strong performance on standardized tests (ACT or SAT)

Service academies use the results of your ACT/SAT, high school class rank, cumulative grade point average, and the recommendations of your faculty to determine your academic qualification. Consideration is also given to the types of courses taken and the percentage of students from the candidates' schools who attend four-year colleges after high school, as reported by the Education Testing Service.

Candidates should have a strong college preparatory academic background.

Recommended areas of preparation are:

- Four years of English
- Four years of math (algebra, plane geometry, trigonometry)
- Two years of a foreign language
- Two years of laboratory science (biology, physics, chemistry)
- One year of U.S. history

It is recommended that students have three total years of social science (including one year of U.S. history) if courses in economics, geography, or government are available. Students are also encouraged to take pre-calculus and calculus if they are offered.

College courses taken prior to enrolling at one of the academies may be substituted for the high school courses listed above.

## c. Standardized Testing

The service academies do not establish minimum scores to be considered for admission; however, the higher an applicant scores, the more competitively they will be considered for admission.

The SAT and ACT are administered at test centers throughout the world. A testing fee and advance registration of several weeks are required. For information on SAT or ACT testing in your area, consult your high school counselor or visit their websites at sat.collegeboard.org and actstudent.org. The final date for taking the SAT or ACT to be considered for admission is usually the scheduled date for the January SAT or February ACT of your senior year, or the year you plan to enroll. For more specific deadlines, contact the admissions offices at the individual academies to which you are applying.

Service academies do not accept non-standardized scores for evaluation; candidates must take the standardized, timed version of the SAT or ACT. Either set of scores can be used for evaluation, but we recommend candidates take both tests.

ACT, Inc. and the College Board (which administers the SAT) use electronic score

updates which students can access through their websites. By using electronic score reports, you can speed the application process, especially if applying under the Early Action plan in December.

Although not required for admission, Advanced Placement (AP) Examinations are considered in several subject areas, including mathematics, physics, chemistry, history, and other social sciences. Results are evaluated for award of credit for course completion or to place admitted students into higher level sections or classes.

To ensure the admissions offices at the service academies receive your score reports, list their code numbers on your registration forms for the SAT and ACT. (***Codes for the academies and Congressman Brett Guthrie's office are in Appendix B).*** If your Member of Congress is **not** Brett Guthrie, contact the office of your Member of Congress and ask for the code you should use when registering for your tests. If you are not sure who your Member of Congress is, call Congressman Brett Guthrie's Bowling Green Office at 270-842-9896 and a staff member will gladly assist you.

**d. Medical Qualifications**

Candidates must:

- Be in good physical and mental health
- Pass the Department of Defense Medical Examination

Although medical evaluation standards differ among the various commissioning programs of the Armed Services, only one medical examination is needed to meet the application requirements of all service academies and four-year ROTC scholarship programs. If you are a competitive candidate, you will receive instructions for taking the exam from the Department of Defense. For more information, you may contact them at:

**Department of Defense Medical Examination Review Board (DODMERB)**
Phone: 719-333-3562
Email: helpdesk@dodmerb.tma.osd.mil

To find contractors (physicians) in your area that can conduct the medical exams, please visit the following website: www.dodmets.com

**e. Physical Qualifications**

Each candidate should have:

- Above average strength, endurance, and agility
- Adequate performance on the Candidate Fitness Test (CFT)

To prepare for the rigorous military training, physical education, and intercollegiate programs you will participate in at a service academy, you should improve your physical strength and endurance through vigorous competitive sports, individual sports that require sustained exertion, distance running, and strenuous conditioning exercises such as push-ups, pull-ups, and sit-ups.

Your physical qualifications are determined by assessing your performance on Candidate Fitness Test (CFT). The exam consists of five events. Your score is a combination of your best efforts on each of the five events. You will be mailed a CFT test form and instructions for your coach or physical education instructor to conduct the test.

In order to qualify for admission, you must pass the CFT. A good way to prepare is to practice the events prior to having your coach or instructor conduct the examination. Each service academy may have different requirements for passing the CFT. To prepare for the CFT and the physical demands that will be placed upon you in the academy, you are strongly encouraged to participate in a strenuous team sport and vigorous conditioning exercises.

**f. Leadership Qualifications**

You should strive to develop the personal traits that will allow you to be an effective leader in school and in your community. Participation in secondary school extracurricular activities, both athletic and non-athletic and the attainment of positions of responsibility in those activities, provide valuable leadership experience.

The following high school experiences will develop and demonstrate your leadership potential:

- Class, club, or student government positions
- Awards in academics societies, such as National Honor Society
- Participation and achievement in athletics
- Participation and success in public speaking and other non-athletic activities
- Participation and achievement in Boy Scouts, Girl Scouts, Civil Air Patrol, or Junior Reserve Officer Training Corps (JROTC)
- Membership in community or religious organizations

The service academies consider it more valuable for you to achieve distinction in a specific activity, rather than participation in a number of activities without any evidence of leadership achievement. If you have to work to provide financial assistance for your family, service academies view that work experience as a demonstration of your leadership potential even though it will limit participation in school activities. If so, this should be noted in your application.

## Start a File

Admissions offices will start your candidate file upon receipt of a completed Candidate Questionnaire (CQ). Your CQ will be reviewed, and you will be notified of your qualification to compete for admission.

You may complete a Candidate Questionnaire by contacting the academies' admissions offices or by filling out the online request form. ***(Addresses, telephone numbers, and websites for service academies are listed in Appendix C).***

## Apply for a Nomination

All service academies *except* the U.S. Coast Guard Academy require a nomination from a nominating source in order to compete for admission. A nomination is the legal authority to offer admission and the nomination is independent of the service academy's evaluation. The authority to grant nominations is allocated by law to the Vice President, President, representatives in Congress, senators, and the Department of Defense.

You should apply for a nomination from each source for which you are eligible. At a minimum, you should contact the offices of your U.S. senators and the Congressman or Congresswoman representing your district to apply for a nomination; you should also apply through the office of the Vice President to increase your chances of receiving a nomination. Candidates should contact their local congressional offices for the proper mailing addresses for nomination request letters. Each representative in the federal government may have a different application process for nominations; be sure to visit their websites to obtain the relevant information. Because some Members of Congress will not accept applications for nominations after a specific date, interested candidates should request a nomination *as early as possible*.

## Candidate Kit

Candidate Questionnaires are reviewed by the admissions offices. Candidates who pass the initial screening will receive a Candidate Kit and scheduling instructions for their Physical Aptitude Exam. Medical examinations will be scheduled as candidates become competitive for admission. Candidates who do not pass the initial screening will be notified. The application packet contains all the administrative forms that must be completed as you progress through the application process. Promptly return all forms you receive from the

admissions offices and the Department of Defense Medical Examination Review Board.

## Follow Up with Nomination Sources

Each year, nearly 13,000 candidates open files for admission to each service academy. Only about 5,000 receive congressional or service-connected nominations. It is important that you aggressively pursue every nomination available to you. If you are uncertain about the status of your nomination, you should follow up with each of the offices to which you have applied.

## Receiving an Appointment

An appointment, or formal offer of admission, is possible as early as November for fully qualified, outstanding candidates who have completed all the application requirements and received nominations. Admissions decisions are made on a rolling basis with the majority of appointments announced by mid-April. Files not completed by the deadline will be closed shortly before the new classes enter in June. Appointments are conditional from the time of offer to the time of enrollment.

Candidates found fully qualified for admission but not selected for the specified vacancy for which they were nominated are placed on a national waiting list. Several hundred nominated candidates are offered appointments from this list annually.

A number of fully qualified students not offered appointments may be selected to attend a service academy preparatory school or nominated by the admissions office for a limited number of scholarships to attend a civilian preparatory school.

## Visits to Service Academies

Admissions offices conduct orientation visits for prospective candidates (high school sophomores or older). Cadets/midshipmen volunteer to escort each candidate individually, offering the candidate an opportunity to visit classes, view the barracks, eat lunch in the dining halls, and attend admissions briefings. Competitive applicants should take full advantage of this opportunity to see the academies first hand; this will help students who receive appointments from multiple academies make better, more informed decisions. A group orientation is provided simultaneously for parents. Contact the admissions offices for more information.

## Summer Academic Programs

The service academies conduct week-long summer programs for academically gifted high school students completing their junior year. The programs, normally conducted in June, consist of academic workshops, military training, physical fitness training, and intramural athletics.

- U.S. Air Force Academy
  - Summer Scientific Seminar
- U.S. Military Academy
  - Invitational Academic Workshop
- U.S. Naval Academy
  - Summer Seminar

Additional information on summer academic programs is available from the service academy admissions offices, your high school counselor, and service academy liaison officers.

# Appendix A– Nomination Sources

## VICE PRESIDENT OF THE UNITED STATES

**Vice President Kamala Harris**
The Old Executive Office Building, Room 490
Washington, DC 20501

## MEMBER OF CONGRESS

**Congressman Brett Guthrie**
ATTN: Karen Cline, Service Academy Coordinator
996 Wilkinson Trace, Suite B2
Bowling Green, KY 42103
Website: http://guthrie.house.gov
Phone: (270) 842-9896

## UNITED STATES SENATORS

**Senator Mitch McConnell**
ATTN: Service Academy Coordinator
601 W. Broadway Room 603
Louisville, KY 40202
Website: www.mcconnell.senate.gov
Phone: (502) 582-6304

**Senator Rand Paul**
ATTN: Alexandra Baston, Service Academy Coordinator
1029 State Street
Bowling Green, KY 42101
Website: http://paul.senate.gov
Phone: (270) 782-8303

# Appendix B – Standardized Test Registration Codes

When registering for the SAT or ACT, use the following codes to ensure that your score reports are sent to the academy of service academies of your choice. If you are in Congressman Brett Guthrie's district, use the code listed below to have a score report sent to his office to be considered for a nomination.

*Note: As the College Board administers both the SAT and the AP Exams, you may use the same codes listed for the SAT to send score reports for the AP Exams to the following offices.*

| | SAT | ACT |
|---|---|---|
| United States Air Force Academy | 4830 | 0530 |
| United States Coast Guard Academy | 5807 | 0600 |
| United States Merchant Marine Academy | 2923 | 2974 |
| United States Military Academy | 2924 | 2976 |
| United States Naval Academy | 5809 | 1742 |
| Congressman Brett Guthrie | 1529 | 7424 |

# Appendix C – Service Academy Addresses

**United States Air Force Academy**
Academy Nominations
U.S. Air Force Academy, CO 80840
Phone: (800) 443-9266
Email: rr_webmail@usafa.edu
Website: http://www.usafa.af.mil/

**United States Coast Guard Academy**
31 Mohegan Avenue
New London, CT 06320
Phone: (860) 701-6323
Email: Yuexing.Hu@uscga.edu
Website: http://www.uscga.edu

**United States Merchant Marine Academy**
300 Steamboat Road
Kings Point, NY 11024
Phone: (866) 546-4778
Phone: (516) 726-5643
Email: schoggerst@usmma.edu
Website: http://www.usmma.edu/

**United States Military Academy**
606 Thayer Road
West Point, NY 10996
Phone: (845) 938-5754
Email: admissions@usma.edu
Website: http://www.usma.edu

**United States Naval Academy**
117 Decatur Road
Annapolis, MD 21402-5018
(410) 293- 1820
Website: http://www.usna.edu

**United States Air Force ROTC**
Website: http://afrotc.com/

**United States Army ROTC**
Website: http://www.goarmy.com/rotc.html

**United States Navy ROTC**
Website: http://www.nrotc.navy.mil/

# Appendix D
# SAMPLE
# Nomination Request Letter

Date: *(current date)*

The Honorable Brett Guthrie
996 Wilkinson Trace, Suite B2
Bowling Green, KY 42103

Dear Congressman Guthrie:

*Or*

The Honorable _____
United States Senate
Washington, DC 20510-0001

Dear Senator _____:

*Or*

Vice President Kamala Harris
The Old Executive Office Building, Room 490
Washington, DC 20510

Dear _____:

I desire to attend the United States *(service academy)* and to be commissioned in the *(branch of service)*. I respectfully request that I be considered as one of your nominees for the class entering *(service academy)* in the summer of *(year)*.

The following are furnished for your information:

Name of Applicant:
Permanent Address:
Telephone Number:
Temporary Address and Telephone Number (if different from proceeding):
High school:
Date of birth:
Social Security Number:
Names of parents:

I *have*/*have not* requested that a candidate file be initiated for me at the *(service academy)* Admissions Office.

Sincerely,
*(your name)*

***** Please note that this is just an example of framework that should be included in your nomination request letter. Please consider including additional and personalized information.*****