



U.S. Service Academy Guidelines

The U.S. Service Academies are among the most highly respected educational programs in the nation. To be admitted to an academy, a prospective applicant must meet stringent academic, physical, and medical requirements specified by public law. As a cadet/plebe at an academy, you will be provided a fully-funded four-year college education. By law, graduates of service academies are appointed commissioned officers in their respective service and are required to serve at least five years of active duty. For graduates of the United States Merchant Marine Academy, the obligation will be with the U.S. Navy Reserve.

I. General Guidelines

Each candidate must:

- be at least 17 years old, but have not passed their 23rd Birthday (25th Birthday for the U.S. Merchant Marine Academy);
- be a citizen of the United States;
- be unmarried, not pregnant, or have any legal obligation to support children or dependents; and
- be a legal resident of the 8th Congressional District.

In addition to statutory requirements, each academy has established academic, physical, and leadership requirements for admission. Candidates for appointment to each academy must

- demonstrate comprehensive academic preparation;
- demonstrate leadership in athletics and other extracurricular activities;
- take the SAT or ACT assessment;
- be in good physical and mental health;
- pass a comprehensive medical examination; and
- pass a physical aptitude examination.

II. Communication with the Academies

The academies will start your candidate file when you complete the Pre-Candidate Questionnaire. The questionnaire can be completed electronically and can be found on the website of each academy. This should be

done the **SPRING** of your junior year in high school. After you complete the questionnaire, and are considered a competitive candidate, you will receive additional forms to complete from your academy of choice in the mail.

The admissions office of each academy also coordinates a nationwide network of trained Academy Liaison Officers. Once you have made initial contact with the academies, you will be able to receive assistance and guidance throughout your admissions process.

III. Academy Admissions Office Addresses

The Department of Defense

U.S. Military Academy
299 Stovall Street
Alexandria, VA 22332
Phone: (845) 938-4041
Website: www.usma.edu

U.S. Air Force Academy
2304 Cadet Drive, Suite 200
Colorado Springs, CO 80840
Phone: (800) 443-9266
Website: www.usafa.edu

U.S. Naval Academy
117 Decatur Road
Annapolis, MD 21402-5019
Phone: (410) 293-4361
Website: www.usna.edu

The Department of Transportation

U.S. Merchant Marine Academy
300 Steamboat Road
Kings Point, NY 11024-1699
Phone: (516) 733-5391
Website: www.usmma.edu

The Department of Homeland Security

U.S. Coast Guard Academy
31 Mohegan Avenue
New London, CT 06320
Phone: (800) 444-8500
Website: www.cga.edu

NOTE: The U.S. Coast Guard Academy does not require a congressional nomination. Appointments are considered solely on the basis of an annual nationwide competition.



IV. Academic Qualifications

My office follows the academic requirements set forth by the academies when making a nomination. Certain requirements are specified by current public law; however, the academies look at the “whole person” when considering admission. Character, leadership, physical aptitude, medical fitness, goals, and motivation are key components of a favorable evaluation for admission.

The following are recommended areas of preparation and academic requirements:

Four Years: English, Mathematics (includes: Algebra, Trigonometry and Geometry)

Three Years: Social Sciences (includes: History, Economics and Government)

Two Years: Laboratory Sciences (includes: Biology, Physics, and Chemistry)

Two Years: Foreign Language

Class Rank

Each nominee must be in the top 40% of their class. However, the most successful candidates are in the top 10-20% of their class. I do recognize that some high schools do not rank students.

Standardized Testing

Although the academies do not establish minimums, candidates who score below the following will normally not be competitive:

Military, Naval and Air Force

SAT 560 Verbal, 600 Math

Merchant Marine

SAT 500 Verbal, 550 Math

Military, Naval, Air Force and Merchant Marine

ACT 22 Reading, 24 Math

V. Extracurricular Activities and Leadership

Participation and achievement in organized athletics, student body and class government, clubs and class extracurricular activities, scouting, ROTC, Boys/Girls state, church, or other community-related activities demonstrate evidence of leadership potential. The greater level of involvement/leadership, the more points are awarded in your overall admissions evaluation with an academy.

The service academies consider it more valuable to achieve distinction in a specific activity rather than to merely participate in a number of activities without any evidence of leadership.

If you have a part-time job that affects your level of involvement in school activities, the academies view your work experience as a demonstration of your leadership potential.

VI. Department of Defense Medical Examination Review Board (DODMERB)

All academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. The most frequently encountered problem areas include:

- **Visual Acuity:** All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20
- **Color Vision:** Color blindness, complete or partial, can be cause for disqualification
- **Asthma:** Any history of asthma may also be cause for disqualification

The Department of Defense Medical Examination Review Board (DODMERB)

8304 Edgerton Drive, Suite 132

U.S.A.F. Academy, CO 80840-2200

(800) 841-2706 (scheduling)

(719) 333-3562 (status)

Website: <https://dodmerb.tricare.osd.mil/>

VII. Service Obligation

Graduation from a United States Service Academy obligates you to serve five (5) years of Active Duty Service.

The United States Merchant Marine Academy requires service within the Maritime industry and an obligation with the U.S. Navy Reserve.



U.S. Service Academy Nominations

It is a tremendous honor to receive a Congressional nomination and appointment to a military academy. Only the brightest of America's youth are offered a chance to attend one of these historic institutions. An appointment comes with great responsibility as it will position you among our nation's military leaders, defending our freedoms around the world.

A nomination is required to gain an appointment to the Naval Academy, Air Force Academy, Military Academy at West Point, or the Merchant Marine Academy. A Congressional nomination is not required to attend the U.S. Coast Guard Academy. All applicants interested in the Coast Guard Academy must contact this academy directly by mail or online. Those interested in serving in the Marine Corps should apply to the Naval Academy.

While you **must** have a nomination for an appointment, **a nomination does not guarantee an appointment.** An academy will make the final decision on each candidate based on their own standards. An elected official may nominate you, but only an academy may appoint you. You are encouraged to apply to as many nominating authorities as possible. Candidates may begin applying to the academies on April 1 of their junior year of high school. It is suggested that you start the process early to make sure you complete the requirements before established deadlines. Nominations are based on a composite of academic achievement, leadership, extracurricular activities, physical fitness, a personal statement, and letters of recommendation.

I. Nomination Procedures

Each applicant must meet the eligibility requirements highlighted in the Academy Requirements section of this packet as well as complete a nomination file with Congressman Evans' office by **September 25th**.

A nomination file consists of the following items:

- Application to Congressman Evans
- High School and/or College Transcripts
- ACT/SAT Official Scores
- YouTube Video
- Resume
- 3+ Letters of Recommendation
- Personality test
- Short answer essay question

II. Application

Please complete the application and return it and all related materials to:

Honorable Gabe Evans
ATTN: Military Academy Nominations
adrienne.sandoval@mail.house.gov

Be sure your entire packet of information arrives on or before September 25th.

III. High School/College Transcript

A transcript is a listing of all the high school and college-level courses you have taken and the grades you received in those classes. This can be obtained and sent from your school.

IV. ACT/SAT

You are not required to take one exam over the other and you may submit scores from both tests. Your ACT/SAT decision may be determined by the school you plan to apply to for admission. The Academy Selection Board will accept your best overall composite if you take a test more than once. Historically, the best candidates have taken their test of choice multiple times. You must submit an official copy of these test scores.

V. YouTube video

You are asked to record a video at least one minute long but not more than three minutes. Introduce yourself and state why you want to attend a service academy. Publish on YouTube as an unpublished video and share a link with my office.

VI. Resume

The resume should be a brief account of the candidate's education, awards, volunteer service, and work experience. The resume should be no more than one page and should provide the board with an overview of the candidate's qualifications. You are applying for a nomination. The resume is your opportunity to show that you are a qualified candidate.



VII. Letters of Recommendation

Please select three people to write letters of recommendation on your behalf. Your references must include a school representative, a community member, and a religious/service organization representative. Up to two additional letters may also be included. Please do not ask immediate family members such as parents, siblings, or grandparents.

Ask your references to write about how they came to know you and in what capacity. They should also define your qualities, describe an example of how you demonstrated sound character or judgment, and why they think you should receive a nomination to a service academy. There is no word count or length limit to your letters of recommendation.

We insist that your references email/mail their letters directly to us:

Congressman Gabe Evans
ATTN: Military Academy Nominations
3400 W 16th Street
Bldg 1S Suite C
Greeley, O 80634

OR

adrienne.sandoval@mail.house.gov

These letters must also arrive in the district office on or before the September 30th deadline or they will not be accepted. It is your responsibility to make sure your references mail their letters on time. Out of courtesy to your references and consideration for their time, get started early to ensure that your letters of recommendation arrive on time and in good order.

VIII. Values & Character Personality test

Please export your results from taking the VIA Institute of Character free survey and include it in your packet

<https://www.viacharacter.org/>

IX. Short Answer Essay Question

This essay should be 12 point, double spaced, and in Times New Roman font. Please place a word count at the bottom of your response. A maximum of 700 words.

X. Personal Interview

In beginning-October, after your file is complete, a staff member from Congressman Evans' district office will contact you to arrange a short interview with the Academy Selection Board. This board is comprised of several community leaders and Veterans from across the 8th Congressional District and nearby who will advise Congressman Evans on his nominations and offer their recommendations to him. In most cases, candidates from the south portion of the district will interview on Oct. 18th and candidates from the north portion of the district will interview on Oct. 25th. Please communicate with our office if these dates are an issue.

XI. Timeline

The following is an approximate timeline of a standard nomination and appointment process. The deadlines are subject to extenuating circumstances – they are not fixed or concrete.

1 April: Application season opens
25 September: Application packet deadline
10 October: Receive interview appointment
10, 17, 24 October: Interview with Acad. Selection Board
15 December: Nominations announced by mail
1 January – 1 May: Academies make their appointments
1 May: Target date for academies to notify nominees of their application status

XII. Questions:

All questions concerning academy nominations made through Congressman Evans' office should be directed to Adrienne Sandoval in the district office. You can reach her at (720)765-2261, or via email at adrienne.sandoval@mail.house.gov