

Application Instructions for Service Academy Nominations

(For those seeking to attend beginning in Summer 2011)

General Information

Appointments to the United States service academies are a distinct honor bestowed upon only the strongest in mind and body among us. You have taken an important step by seeking a nomination from my office. Those who are granted an appointment by their respective choice of service academy will be challenged both physically and mentally, and will receive the training needed to lead the greatest military force in the world.

There are five service academies from which to choose: the U.S. Military Academy (West Point), the U.S. Naval Academy, the U.S. Air Force Academy, the U.S. Merchant Marine Academy and the U.S. Coast Guard Academy.

The Military, Naval, and Air Force Academies allow each Congressional and Senatorial office a total of 5 cadets or midshipmen at any given time. Generally, each office will have 1 vacancy per year, and they are permitted to make 10 nominations for each vacancy. However, there is no guarantee that an appointment will be offered to one of the ten nominees.

The Merchant Marine Academy offers appointments based on nominees for the entire state. Wisconsin is allowed a total of 4 vacancies per year and appointments will be chosen from nominees from all 8 Congressional districts as well as both Senators.

The Coast Guard Academy does not offer appointments from Congressional nominations. Students interested in this academy should apply directly to:

Superintendent
U.S. Coast Guard Academy
New London, CT 06320

In order to qualify for an appointment to one of the service academies, the following requirements must be met:

- You must be an American citizen.
- You must be at least 17 years of age but not yet 23 years old on July 1 of the year you would enter the academy (25 years old for Merchant Marine Academy).
- You must be unmarried.
- You must not be pregnant, and without legal obligation to support children or dependents.

Nomination Process

Applicants must register with at least one nominating authority, and you are advised to apply to **all** nominating authorities for which you are eligible to apply. Nominating authorities are your U.S. Congressional Representative, both U.S. Senators from your state, and the Vice President of the United States. You must also open a pre-candidate

file with each academy you are interested in attending. The easiest way to do this is by visiting the respective academy's website. For your convenience, the website addresses are as follows:

- United States Military Academy – <http://www.usma.edu>
- United States Naval Academy – <http://www.usna.edu>
- United States Air Force Academy – <http://www.usafa.edu>
- United States Merchant Marine Academy – <http://www.usmma.edu>
- United States Coast Guard Academy – <http://www.cga.edu>

The next step is to complete your nomination file. More details about this file are explained below. Please take note that all materials required for your **nomination file** must be completed and **received** in our office no later than **October 15, 2010**.

Applicants with incomplete nomination files will not be considered for nomination.

Those applicants who have completed their nomination file, possess qualifying test scores, and meet all prerequisite requirements of the academy or academies of interest will be interviewed by my Service Academy Nominations Board. This board will be made up of current and/or former members of the U.S. military, educators, and community and business leaders. If qualified, you will be scheduled for an interview by the nominations board in November or December. My office uses the Competitive

Nomination system to ensure that every applicant is given the opportunity to compete for available vacancies at each service academy. If selected for nomination, I will notify you by the end of January. Appointments will then be offered by the respective service academies in the months to follow.

Nomination File

Your nomination file consists of 6 items. **All items must be received in our office no later than October 15, 2010 to be considered for nomination.**

1. **Application Form** – Please be as thorough as possible. Try to limit your choice of academy to one selection. Your second choice will only be considered if there are not enough qualified applicants for that particular academy.

2. **High School Transcript** – You must provide an official transcript from your high school, along with class rank, following your junior year of high school. If you send in your application before your transcript is available, it is your responsibility to provide it to us once it becomes available and before the October 15th deadline.

3. **College Entrance Exam Scores (ACT / SAT)** – The service academies will accept either exam. You should have your exam scores forwarded to your service academies of interest as well as our office. While we do not require the written portion of the ACT, your service academy may require this. Please check with

the academies for their specific requirements. The codes needed to send exam scores to Congressman Steve Kagen are as follows:

- ACT – 7761
- SAT – 5267

4. Letters of Recommendation – Please provide us with three (3) letters of recommendation from people other than family members. These individuals should know you for a minimum of 3 years. Examples: teachers, employers, coaches, etc. These letters should be sent along with your application. Please do not send these letters separately.

5. Essay – Please explain in 500 words or less why you would like to attend a service academy and what personal characteristics set you apart from the other candidates.

6. Photo of Yourself – Please send a recent photo of yourself along with your application. Your photo need not be professional quality. A snapshot will work fine. This will be used for identification purposes only.

I have assigned **Chris Cornelius** at my district office in Green Bay to coordinate the academy nomination process. She can be reached at **(920) 437-1954** or toll free in Wisconsin at **(800) 773-8579**. She may also be reached by e-mail at Chris.Cornelius@mail.house.gov. Chris will be happy to answer any questions you may have regarding the application, nomination, and appointment process.

Please send your application materials to the **Green Bay** office **ONLY**. Any materials sent to other offices may not be processed in time to meet the October 15th deadline. You may send your completed application to:

Congressman Steve Kagen
Attn: Chris Cornelius
700 E. Walnut St.
Green Bay, WI 54301

Thank you again for contacting my office regarding your interest in attending one of the United States service academies. I wish you the best of luck in your endeavors and I admire your interest in serving in the United States Armed Forces.

Sincerely,



Steve Kagen, MD
Member of Congress