Frequently Asked Questions
Regarding Service Academy Nominations

What is a nomination?

Title 10 of the U.S. Code establishes two types of nominations congressional and military service connected. A non-military candidate may seek a nomination from the following:

- A member of the U.S. House of Representatives, from the congressional district where the candidate resides
- Either U.S. Senator from his or her state, or
- The Vice-President of the United States.

Students whose parents are service connected may also apply for a Presidential nomination. For a Presidential nomination, apply after July 1 of the year prior to admission and before January 31, of the year of admission. For Vice Presidential nomination, apply by October 31st of the year prior to admission.

What are the basic eligibility requirements?

Each applicant for a nomination by Representative Rokita must meet the following eligibility requirements as of July 1st of the year of admission to an Academy:

- You must be at least 17 years old, but not have passed your 23rd birthday.
- You must be a U.S. citizen.
- You must be unmarried, not pregnant, and without legal obligation to support children or other dependents.
- You must reside within the boundaries of the 4th Congressional District of Indiana.
- You must possess good moral character. It is assumed good moral character exists unless there is evidence to demonstrate otherwise.

When do I apply for a Congressional nomination?

You begin the process in the spring of your junior year with each U. S. Service Academy. In the fall of your senior year, submit an application to Representative Rokita's office. For 2015, applications for nomination are due on or before (preferably before) **October 23, 2015**.

What is the deadline for completing a nomination file?

Representative Rokita's deadline for returning materials is **October 23, 2015.** Please check with Indiana Senators for their respective deadlines. The most successful candidates apply to all available nominating sources: Congressman, both Senators, Vice-President and President. See

Academy catalogues for deadlines and criteria for the Vice-Presidential and Presidential nominations.

Presidential nominations are for military service connected families, but it is also highly recommended to apply for a Presidential and Congressional nomination, as the President only awards approximately 100 nominations nation-wide. Candidates may be considered for both, and it is advantageous to seek the Congressional nomination in addition to the Presidential nomination when a candidate qualifies for a Presidential nomination.

What is a Letter of Assurance?

A Letter of Assurance (LOA) is a letter sent to the candidate from an Academy Admissions Office offering a Conditional Appointment to the Academy, **provided the candidate successfully completes the application process, the medical review by the Department of Defense, the physical fitness assessment, nominations from their Congressman or Senators.** Letters of Assurance are conditional and subject to review throughout the entire application process.

Candidates receive Letters of Assurance based upon outstanding ACT/SAT scores early in the process, and other information the candidate has submitted to the Admissions Office. It is highly recommended candidates prepare well for ACT/SAT tests and take them "early and often."

What must be included in my nomination file?

A complete nomination file consists of the following items:

- Application Packet
- 3 Letters of Recommendation
- SAT or ACT scores
- Official High School or College Transcripts and a copy of your Senior Classes
- Photograph of Applicant – in a single person photograph (can be an official school photo or a 4x6 photo)

What happens after I have completed my nomination application file?

Eligible candidates who submitted a completed nomination file will be contacted by Representative Rokita's office to schedule an interview. Interviews take place in early November.

What criteria used in selecting candidates?

Nominations are based on a "whole person" evaluation. Factors such as academic achievements, extra-curricular activities, leadership skills, physical aptitude, character and motivation are taken into consideration and compared with other applicants.

How do I open an admissions file with the Academies?

All applicants must directly contact the Academies they are interested in attending to open an admissions file. Please refer to the Service Academy Contact Information listed below for further information.

How many Academies are there?

There are five. Three reside within the Department of Defense:

- The U.S. Military Academy at West Point, New York
- The U.S. Naval Academy at Annapolis, Maryland
- The U.S. Air Force Academy at Colorado Springs, Colorado

One resides within the Department of Transportation:

- The U.S. Merchant Marine Academy at Kings Point, NY

One resides within the Department of Homeland Security:

- The U.S. Coast Guard Academy at New London, CT

Are the requirements the same for all of the service Academies?

No. Although many of the qualifications are similar, each Academy operates under its own admissions guidelines. Refer to the Service Academy Contact Information for the Academy of your choice and contact them directly for an Academy catalog. Each Academy will outline its particular admissions qualifications. You may also discuss this matter with the member(s) of the Service Academy Board who represents your Academy choice(s). It is not necessary to seek a nomination to the Coast Guard Academy (USCGA). USCGA accepts candidates based on their own testing criteria.

Can I have family members submit letters of recommendation?

No. All recommendations must come from outside your immediate or extended family. Typical recommendations are from:

- Principals & Teachers – Especially teachers of Math and Science
- Counselors
- Clergy
- Employers
- Scout Leaders
- Coaches
- Others of your choosing

Letters of recommendation must be submitted with the application prior to the deadline.

Do I have to have all of the required paperwork collected before submitting it to Representative Rokita's office?

Yes. Please submit a complete packet for consideration. The only exception is ACT/SAT scores, which may be received directly from the testing agencies.

When will I receive notice of my nomination?

Nominations must be delivered to the Academies by January 31st. You will be notified following interviews, once the nominations are completed.

Will I automatically be selected by the Academy after I receive a nomination?

No. You will be placed among a select group of nominees, and the Academy of your choice will make the final decision. If selected, you will receive a letter of appointment directly from the Academy.

What if I choose more than one Academy? Will I be limited to a single nomination?

No. You can be nominated to multiple Academies depending on how well you have competed among this year's pool of candidates. It is also possible to win multiple appointments. It is recommended to apply to at least two Academies and it is also recommended to apply to the Merchant Marine and Coast Guard Academies in addition to the Air Force, Naval and Military Academies. **The most successful candidates apply to three Academies, thereby giving themselves the most options of earning an appointment to one of the Academies.**

When will I know if I have been offered an appointment by an Academy?

Academies will begin to notify candidates of their admissions status in February. All offers of appointment are generally sent out by May 1st. The Academies will award appointments after the candidate file is reviewed and the candidate is determined "fully qualified". **Academies review files weekly, so it is in the candidate's best interest to have their file at the Admissions Offices completed by early January if the ACT/SAT scores are where the candidate wants them.** As these scores weigh heavily in the appointment process, it is recommended to take ACT/SAT tests early and often. It is also recommended to complete the candidate's file at the Academy when the scores are where you want them, otherwise the candidate may be reviewed and not found "fully qualified" on their competitive point basis.

How can I contact Representative Rokita's office?

Representative Rokita processes Academy nominations through his Danville district office:

355 S. Washington Street
Danville, IN 46122
Phone: (317) 718-0404
Fax: (317) 718-0405
Hours: Monday-Friday 9:00AM-5:00PM
www.Rokita.House.gov

Service Academy Contact Information

United States Military Academy:
Director of Admissions
United States Military Academy
606 Thayer Road
West Point, NY 10996-9902
Director of Admissions (845) 938-4041
Toll Free Number (800) 822-2769
Website: http://www.usma.edu

United States Naval Academy:
Candidate Guidance Office
United States Naval Academy
117 Decatur Road
Annapolis, MD 21402-5018
Candidate Guidance Office (410) 293-4361
Toll Free Number (800) 638-9156
Website: http://www.usna.edu

United States Air Force Academy:
USAFA/RRS
2304 Cadet Drive, Suite 200
USAF Academy, Colorado 80840-5025
Toll Free Number (800) 443-9266
Website: http://www.usafa.af.mil

United States Merchant Marine Academy:
Director of Admissions
U.S. Merchant Marine Academy
Kings Point, New York 11024-1699
Toll Free Number (800) 732-6267
Website: http://www.usmma.edu

United States Coast Guard Academy:
Director of Admissions
15 Mohegan Avenue
New London, CT 06320-4195
Toll Free Number (800) 883-USCG
Website: http://www.cga.edu/

It is not necessary to seek a nomination to attend the U.S. Coast Guard Academy. USCGA accepts candidates based on their own testing criteria.