Congresswoman Donna Shalala
Service Academy Nomination Application Packet

ENCLOSED:
- Application Procedure and Timeline
- Minimum Requirements
- Application Form
- Recommendation Form
Application Procedure for Service Academies through the Office of Congresswoman Donna Shalala

Note to Applicant: You are being considered for a nomination to one or more of the United States service academies. You will not be considered for an academy if it is not designated as your choice on the application form. Moreover, you must meet the college admissions testing score thresholds listed in the “Minimum Requirements” section for each respective academy in order to be scheduled for an interview for a nomination to that academy.

1. Application Form — Complete application form and attach a recent, high-quality photograph.

2. Recommendation Forms — Ask your high school counselor or principal to complete one recommendation form and choose two others to fill out a form; such as a teacher, coach, employer, or someone who knows you well. Have them return the completed form to you in a sealed envelope with their signature across the seal.

3. Transcripts — Ask your counselor or principal for a copy of your transcripts and make sure the transcript includes your course listing and grades, current G.P.A., and class rank. The transcript should be returned to you in a sealed envelope with the school official’s signature across the seal.

4. Standardized Test Results — To have scores forwarded to our office directly from the testing center, please use the following codes: SAT 7341, ACT 7347. Many transcripts will include copies of your SAT or ACT scores. If so, this is sufficient and you need not send in separate score results, unless you have updated scores. No scores will be accepted after the first business day in November.

5. Deadline — Send the above information to Congresswoman Shalala’s District Office. Completed application packets must be received by the first business day in November. The mailing address is: 7700 N. Kendall Drive, #605 Miami, FL 33156

6. Interview — Interviews will be held in mid-November at the District Office. Qualified candidates will be contacted to schedule a fifteen-minute interview. If you are unable to attend, you must send a written request for a waiver with your application packet. Applicants should expect for interviews to be conducted mid-November. Waivers will be granted only to those who have a military obligation or whose parents are stationed overseas on assignment.
Application Timeline

July 1 to November 1 — COMPLETE PACKET
Candidates must complete application packets and return them to Congresswoman Shalala’s District Office.

First Business Day of November — DEADLINE
All required information for a completed application packet must be received by this date. Please make sure to use sufficient postage.

Mid November — INTERVIEWS
Qualified candidates are interviewed for approximately 15 minutes by Congresswoman Shalala’s Service Academy Advisory Board. Interviews are held at the District Office.

Early January — NOTIFICATION
Congresswoman Shalala submits nominations to the academies and notifies all interviewed candidates of nomination status a few weeks after interviews have taken place.

December - May
Although some appointments are offered beyond May, the academies will make the majority of appointments between December and May.

Early June
Admitted applicants will be invited to attend a congratulatory event to celebrate the achievement of being accepted to their desired service academy.

Late June or Early July
Appointed cadets are due at the U.S. service academies.
**Minimum Requirements**

*Note to Applicant:* The completion of these requirements makes one eligible but does not guarantee a nomination. Congresswoman Shalala will submit the nominations to each academy, and selection is competitive. If you have not yet started a file at the academy of your choice, do so immediately.

<table>
<thead>
<tr>
<th>Academy</th>
<th>Minimum Requirements</th>
<th>Minimum Scores</th>
<th>Average Scores</th>
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</thead>
<tbody>
<tr>
<td><strong>U.S. Naval Academy</strong></td>
<td>U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination Req’d PAE and DODMERB exams 6 years post-grad active duty</td>
<td>SAT V-520, M-600 ACT E/R-25, M/S-26 Highest is taken</td>
<td>SAT V-580, M-650 ACT E/R-27, M/S-30</td>
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<tr>
<td>Office of Admissions</td>
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<tr>
<td>52 King George St.</td>
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<tr>
<td>Annapolis, MD 21402-1318</td>
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<td>(410) 293-1858</td>
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<td><strong>U.S. Air Force Academy</strong></td>
<td>U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination Req’d CFT and DODMERB exams 6 years post-grad active duty</td>
<td>SAT V-580, M-560 ACT E/R-25, M/S-25 Highest is taken</td>
<td>SAT V-567, M-659 ACT E/R-28, M/S-29</td>
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<tr>
<td>2304 Cadet Drive, Ste 2300</td>
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<td>USAF Academy, CO 80840</td>
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<td>1-800-443-9266</td>
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<td><strong>U.S. Military Academy</strong></td>
<td>U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination Req’d PAE and DODMERB exams 6 years post-grad active duty</td>
<td>SAT V-480, M-540 ACT E/R-20, M/S-23 Highest is taken</td>
<td>SAT V-561, M-646 ACT E/R-27, M/S-28</td>
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<tr>
<td>Building 606</td>
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<td>West Point, NY 10996</td>
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<td>(845) 938-4041</td>
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<td><strong>U.S. Merchant Marine Academy</strong></td>
<td>U.S. Citizen/Age 17-21 Unmarried/No Dependents Nomination Req’d PAE and DODMERB exams 8 years post-grad active duty</td>
<td>SAT V-540, M-560 ACT E/R-22, M/S-24 Highest is taken</td>
<td>SAT V-600, M-600 ACT E/R-27, M/S-28</td>
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<td>300 Steamboat Road</td>
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<tr>
<td>Kings Point, NY 11024</td>
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<td>(516) 726-5644</td>
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<td><strong>U.S. Coast Guard Academy</strong></td>
<td>U.S. Citizen/Age 17-21 Unmarried/No Dependents NO nomination Req’d DODMERB exam only 6 years post-grad active duty</td>
<td>SAT V-630, M-650 ACT E/R-25, M/S-26 Highest is taken</td>
<td>SAT V-620, M-650 ACT Composite- 27</td>
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<td>Office of Admissions</td>
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<tr>
<td>31 Mohegan Avenue</td>
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<tr>
<td>New London, CT 06320</td>
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<td>1-800-883-8724</td>
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PAE: Physical Aptitude Exam / CFT: Candidate Fitness TEST / Department of Defense Medical Examination Review Board
Application Form

Please rank the academies 1-4. Please do not rank any academies that you have not applied to.

___ U.S. Naval Academy ___ U.S. Air Force Academy
___ U.S. Military Academy ___ U.S. Merchant Marine Academy

I. Personal Data

Full Legal Name: ____________________________________ SSN: __________________________
Home Address: ____________________________________________________________
Mailing Address: ____________________________________________________________
Home Phone: ______________________ Mobile Phone: _____________________________
Email Address: _____________________ Are you a U.S. Citizen? Y/N
Date and Place of Birth: _______________________________________________________
Name of Parents/ Legal Guardians: _____________________________________________
Name of High School: _________________________ Date of Graduation: ________________

II. Academic Data

GPA (weighted):________________________ GPA (unweighted):________________________
ACT Scores: E:____ M:____ R:____ SC:____ SAT Scores: V:____ M:____ W:____
Class Rank: ____ of ____ (Top ____%)
Currently Attending: ___ High School ___ Junior College ___ 4 Year College ___ Prep School
If attending college, are you on scholarship? If yes, explain:
_________________________________________________________________________________
_________________________________________________________________________________

III. Leadership Data

Please check all applicable:

- Boys’/Girls’ State or Nation
- Eagle Scout/Girl Scout
- Key Club/Interact
- National Honor Society
- Officer of Class/Student Council
- Officer of School Club
- Academic Honors Club
- School Band/Chorus
- School Newspaper/Yearbook Editor
- Jr. ROTC Officer
- Debate Club
- Language
- Church membership
- Football___ years
- Baseball/Softball___ years
- Basketball___ years
- Swimming___ years
- Track/Cross Country___ years
- Volleyball___ years
- Wrestling___ years
- Other Sport___ years
- Civil Air Patrol & Navy Sea Cadets
- Hours worked per week (after school) ___
- Houses worked per week (summer) ___

List any other:
IV. **Essay**: Briefly state why you want to attend the academy of your choice. For your convenience, you may submit your essay separately and attach it to your application packet. 
Word count: 500 *(you may include additional sheets of paper)*

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

**Attachments**: You are encouraged to attach a resume or list of honors and awards, activities, or any information that you feel is pertinent to your application.

**Signature**: I, the undersigned, declare that the information I have provided on this application form is true and correct, and complete to the best of my knowledge and beliefs.

________________________________            ___________________________
Signature of Applicant                              Date

Please print your name as it appears on the line above.
Congresswoman Donna Shalala’s
Service Academy Nomination
Recommendation Form

NOTE TO CANDIDATE: You are required to submit three recommendation forms --- (1) from your high school counselor or principal, and (2) others from a math or science teacher, coach, employer, or someone who knows you well. Have them return the completed forms to you in a sealed envelope with their signature across the seal. Send recommendation forms, application form, transcripts, and SAT or ACT scores to the district office by the first business day of November.

1. Name of Applicant: _______________________________________________________
   Last                      First                      Middle

   Address: ________________________________________________________________
   Street  City/State  ZIP

NOTE TO RECOMMENDER: The person whose name appears above is applying for admission to one of the United States Service Academies. The academies provide a college education leading to a career as a military officer. The questions posed below suggest the kind of information that would be helpful in the selection process; however, it is provided for your convenience only, and we would welcome your additional comments in whatever form you see appropriate. Your assistance in this candidate’s evaluation is very helpful to us and is greatly appreciated. You may submit a separate paper with the answers to the questions provided below. Please seal and sign the back flap of the envelope and return to the candidate, who will submit it unopened with his/her application. Please know the candidate’s DEADLINE IS THE FIRST BUSINESS DAY OF NOVEMBER.

2. How long have you known the applicant and in what capacity?
   __________________________________________________________________________

3. What do you consider to be the applicant’s talents or strengths?
   __________________________________________________________________________

4. What do you consider to be the applicant’s weaknesses?
   __________________________________________________________________________

5. Do you know of any personal circumstances or conditions which might affect the applicant’s performance at the academy? __________

   If yes, please explain:
   ________________________________________________________________