SERVICE ACADEMY APPLICATION CHECKLIST

1. VERIFY YOU MEET BASIC ELIGIBILITY REQUIREMENTS:

Junior Year

- Must be a U.S. citizen.
- Age between 17-23 years old at time of enrollment.
- Unmarried, not pregnant, and without legal obligation to support children.
- Have a valid social security number.

2. RESEARCH AND PREPARE:

Junior Year

- Understand the commitments and lifestyle of attending the different service academies.
- Decide what service academies you want to apply to (FYF will provide your assistance with applying for up to 2 of them):
  - United States Military Academy (West Point)
  - United States Naval Academy (Annapolis)
  - United States Air Force Academy
  - United States Coast Guard Academy
  - United States Merchant Marine Academy
- Attend informational sessions, webinars, or speak to current cadets or alumni (learn to network early).
- Begin training to prepare for the Candidate Fitness Assessment (CFA) (refer to work out plans provided by the service academies and get someone to help you maintain accountability).
- Begin studying for the SAT and ACT (do this as early as possible in high school).
- Inform your guidance counselor that you will need your transcript to be sent to respective service academies and that he will need to complete a certification form.
- At a minimum, reach out to your counselor, one coach and two teachers (one in STEM and another in liberal arts) to ask them to write you letters of recommendation.

3. COMPLETE THE PRE-CANDIDATE QUESTIONNAIRE (PCQ):

Junior Year - Spring (March - June)

Service Academy	Application Opening Month
United States Military Academy (West Point)	March
United States Naval Academy (Annapolis)	May
United States Air Force Academy	May
United States Coast Guard Academy	June
United States Merchant Marine Academy	April

- Check the website of each individual service academy to see when their PCQ opens (dates vary by year within the months listed).
- Complete and submit the PCQ.

4. WORK ON ESSAYS

Senior Year - Fall / Winter (August - January)

- Reflect on why you want to attend a service academy and serve as an officer in the US military.
- Brainstorm ideas, opening sentences, theses, and structures for your essays.
- Draft your essays early (drafting them early will help you get them proofread on time).
- Get your essays proofread (your FYF mentor will be a great resource, but you should also reach out to other experienced individuals such as English teachers or alumni).
- Implement changes based on feedback from your proofreaders.
- Upload your essays onto the service academy's application platform.

5. APPLY FOR NOMINATIONS:

Senior Year - Fall (August - November)

- Check what nomination sources you qualify for:

Nomination Source	Eligibility Criteria	Application Process
U.S. Senators	- Must be a U.S. citizen. - Must reside in the state represented by the Senator. - Must meet the age, academic, and physical fitness requirements set by the service academy.	- Complete and submit the Senator's nomination application form (usually available on the Senator's official website). - Include documentation such as transcripts, standardized test scores, letters of recommendation, and a personal essay. - Prepare for an interview, if required by the Senator's office.
U.S. Representatives	- Must be a U.S. citizen. - Must live in the congressional district represented by the U.S. Representative. - Must meet the same criteria for age, academic performance, and physical fitness.	- Fill out and submit the Representative's nomination application form (found on the Representative's official website). - Provide required documents, including transcripts and interviews if requested.
Vice President of the United States	- Must be a U.S. citizen and meet the same academy admission requirements.	- Generally, apply directly through the service academy application process, as the Vice-Presidential nomination is typically made in conjunction with other nominations. - Some academies may allow applications for a Vice-Presidential nomination as an additional source.

Military Nominations	- Must be the child of active-duty military members, members of the selected reserve (ROTC, reserves or active duty), or children of deceased or disabled veterans.	- Contact the appropriate military service branch for specific nomination application procedures and requirements.

- Check the application deadline for your U.S. Congressman or Senator, the Vice President, or military sources as applicable (do this early, as applications open early and deadlines can be as early as the fall of your senior year)
- Begin the application(s) for the nomination from your U.S. Congressman or Senator, the Vice President, or from military sources as applicable.
- Draft required nomination application application essays early.
- Get required essays proofread and implement changes.
- Submit required essays to your representative's office.
- Prepare for your interview (nomination interview requirements will vary; some representatives don't do them while others do one-on-one or board-panel style interviews; review details and prepare accordingly).
- Schedule an interview date with your representative's office.
- Attend your interview (make sure to dress in business formal attire).
- If selected by your representative for nomination, you will be notified and the nomination will be submitted directly to the applicable service academy.

6. TAKE REQUIRED STANDARDIZED TESTS:

Senior Year - Fall / Winter (August - January)
- Take the SAT and ACT.
- Aim to take these tests multiple times to improve your scores (aim for a competitive score of at least 1440 on the SAT and 32 on the ACT).
- Consider taking SAT subject tests if needed or recommended.
- Upload or send best score to the applicable service academy.

7. MEDICAL EXAMINATION:

Senior Year - Fall / Winter (August - January)
- Complete the Department of Defense Medical Examination Review Board (DoDMERB) process.
- Be prepared to provide additional documentation if needed for medical conditions.
- Results will be submitted directly to the applicable service academy by the contracted physician.

8. CANDIDATE FITNESS ASSESSMENT (CFA):

Senior Year - Fall / Winter (August - January)
- Find a qualified person to help you administer the CFA and schedule it (qualified people vary by service academy):

Service Academy	Administered By
United States Military Academy (West Point)	Required: - PE teacher - Field Force Representative - Military Academy Liaison Officer (MALO) - U.S. military officer or non-commissioned officer from any service branch - J/ROTC instructor

	- Or while attending SLE
United States Naval Academy (Annapolis)	Required: - PE teacher - A team coach - Current JROTC instructor - Active duty commissioned officer - Or a Blue and Gold Officer (BGO)
United States Air Force Academy	Recommended (but not required): - Qualified officer or non-commissioned officer (NCO) of the U.S. Air Force - Designated physical education instructor
United States Coast Guard Academy	Required: - A team coach - PE teacher - Personal trainer - Or active-duty military member
United States Merchant Marine Academy	Required: - PE teacher - J/ROTC instructor - Academy Field Representative - Or any commissioned/non-commissioned officer

- Complete training and take the Candidate Fitness Assessment (CFA), which tests physical preparedness (CFA varies by service academy; refer to each academy's website for required times and numbers):

Service Academy	Events
United States Military Academy (West Point)	- Push-ups: Maximum in 2 minutes - Sit-ups: Maximum in 2 minutes - Shuttle run: 2x10-meter shuttle run - One-mile run: Timed run - Pull-ups: Maximum number (flexed-arm hang is also an option) - Vertical jump: Measured jump height
United States Naval Academy (Annapolis)	- Push-ups: Maximum in 2 minutes - Sit-ups: Maximum in 2 minutes - Shuttle run: 2x10-meter shuttle run - One-mile run: Timed run - Pull-ups: Maximum number - 300-yard dash: Timed run
United States Air Force Academy	- Push-ups: Maximum in 1 minute - Sit-ups: Maximum in 1 minute - Shuttle run: 2x10-meter shuttle run - One-mile run: Timed run - Pull-ups: Maximum number - 1.5-mile run: Timed run (replacing the one-mile run from other academies)

United States Coast Guard Academy	- Push-ups: Maximum in 1 minute - Sit-ups: Maximum in 1 minute - Shuttle run: 2x10-meter shuttle run - One-mile run: Timed run - Pull-ups: Maximum number - 500-yard swim: Timed swim
United States Merchant Marine Academy	- Push-ups: Maximum in 1 minute - Sit-ups: Maximum in 1 minute - Shuttle run: 2x10-meter shuttle run - One-mile run: Timed run - Pull-ups: Maximum number or flexed-arm hang - Swimming: Must meet minimum swim requirements (exact components may vary)

- ■ Upload your video and results onto the service academy's application platform.

9. INTERVIEW:

Senior Year - Fall / Winter (August - January)
- ■ Prepare for your interview with the selected academy representative.
- ■ Practice speaking about your motivations and qualifications for attending your desired service academy.
- ■ Reach out to your service academy's designated representative and schedule an interview date (designated representatives vary by service academy):

Service Academy	Representative Title
United States Military Academy (West Point)	Field Force Representative
United States Naval Academy (Annapolis)	Blue and Gold Officer (BGO)
United States Air Force Academy	Admissions Liaison Officer (ALO)
United States Coast Guard Academy	Admissions Representative
United States Merchant Marine Academy	Admissions Representative

- ■ Conduct your interview (results will be uploaded to your application directly by the designated representative).

10. REVIEW AND COMPLETE THE APPLICATION FILE:

Senior Year - Winter / Spring (December - May)
- ■ Ensure your guidance counselor has submitted all requested information.
- ■ Ensure coaches and teachers have uploaded all required letters of recommendation.
- ■ Ensure all required transcripts, test scores, extracurricular activities, sports, and accomplishments are included in your application
- ■ Ensure all required essays are uploaded.
- ■ Ensure CFA recording and results are uploaded.
- ■ Submit your application before the applicable deadline for your service academy:

Service Academy	Application Deadline (Historical)
United States Military Academy (West Point)	January 31st
United States Naval Academy (Annapolis)	January 31st
United States Air Force Academy	January 1st
United States Coast Guard Academy	Typically, late April to early May
United States Merchant Marine Academy	April 1st

11. STAY IN COMMUNICATION:

Senior Year - Winter / Spring (February - April)
- Follow up on your application status and update any new achievements or changes in contact information.

12. DECISION AND ACCEPTANCE:

Senior Year - Spring (January - May)
- Await the decision, which will be released in the spring (don't stress; if it doesn't work out this time, there are many alternatives to serve and be successful):

Service Academy	Admission Results Release Timeline
United States Military Academy (West Point)	Late March to early April
United States Naval Academy (Annapolis)	Early April
United States Air Force Academy	Between January and April
United States Coast Guard Academy	Mid to late April
United States Merchant Marine Academy	By May 1

- If offered an appointment, reply by the applicable deadline (congratulations!):

Service Academy	Deadline to Accept Admission Offer
United States Military Academy (West Point)	May 1st
United States Naval Academy (Annapolis)	May 1st
United States Air Force Academy	May 1st
United States Coast Guard Academy	Late May or early June (within two weeks of offer)
United States Merchant Marine Academy	May 1st

13. PREPARE FOR YOUR FIRST DAY:

Senior Year - Spring (January - June)
- If accepted, complete any final paperwork and meet all preparatory requirements for entering the academy.
- Connect with your FYF Mentor, current students and alumni who can help advise you on how to prepare for your first semester at your service academy!