

U.S. MILITARY SERVICE ACADEMY CONGRESSIONAL NOMINATION
U.S. SENATOR BRIAN SCHATZ

INSTRUCTION SHEET

Individuals interested in an appointment to a Military Service Academy must apply to the preferred academy (or academies) of choice and must request a nomination through a United States Senator or Representative. Below are instructions to request a nomination through Senator Brian Schatz.

1. Academy Eligibility. Applicants must meet the following academy requirements:

- For the U.S. Air Force Academy, U.S. Military Academy, and the U.S. Naval Academy, you must be at least 17 years old, but not yet 23 years old on July 1, 2014.
- The U.S. Merchant Marine Academy has the same minimum age requirement but accepts students who are not yet 25 years old on July 1, 2014.
- You must be unmarried, not pregnant, and have no legal obligation to support children or other dependents.

An applicant must also be able to pass the Candidate Fitness Assessment (CFA) physical strength test and a medical exam by the Department of Defense Medical Examination Review Board (DoDMER) or its contractor. Information about the CFA and DoDMER exam will be provided by the Academies.

2. Additional Requirements. In addition to meeting the requirements specified in the previous section, an applicant must also certify that he or she is:

- A U.S. Citizen (or will be a U.S. Citizen before entering an academy); and
- A legal resident of the State of Hawaii.

3. Academy Pre-candidate Application. Each academy requires an applicant to apply by completing a questionnaire or application form located on its website. Individuals may apply to multiple academies.

- U.S. Air Force Academy (Pre-Candidate Questionnaire): <http://www.usafa.af.mil/>
- U.S. Military Academy (Candidate Questionnaire): <http://www.usma.edu/SitePages/Home.aspx>
- U.S. Naval Academy (Preliminary Application): <http://www.usna.edu/homepage.php>
- U.S. Merchant Marine Academy (Application): <http://www.usmma.edu/>

The academy will open an admission file for each applicant upon completion and submission of a questionnaire or application form. It is the applicant's responsibility to confirm a file has been opened.

4. Nomination Packet for Senator Schatz. Every applicant requesting a nomination must submit a completed Nomination Packet to Senator Schatz's office. The Packet consists of the following:

- A completed and signed application form (the form can be downloaded from http://www.schatz.senate.gov/documents/service_application_fillable.pdf).
- Official sealed school transcripts from every high school (from grade 9 to present) and college attended.

- Two 200-word essays on the following topics:
 - (i) Why do you desire to attend a U. S. Military Service Academy?
 - (ii) What do you wish to accomplish during your military career?
- Two recommendation letters (one from a high school teacher). Letters should be sealed in an envelope with the recommender's signature over the flap.
- Copies of the highest SAT and/or ACT test scores.

The Packet must be submitted on or before **November 1, 2013**. Early submission is recommended. All information should be typed or printed legibly. Please do not staple, paperclip, or bind pages together. Completed Nomination Packets should be sent to the following address:

The Honorable Brian Schatz
 United States Senator
 Attn: Academy Nomination
 300 Ala Moana Blvd., Room 7-212
 Honolulu, HI 96850

We will confirm the receipt of your completed nomination packet via email. Nomination Packets that are incomplete or not received or post-marked by **November 1, 2013** will not be considered.

5. Nomination Process. Nomination Packets will be evaluated based on the candidate's potential to secure an appointment to an academy and to successfully complete the academy's leadership, academic, and physical requirements. The top scoring applicants will be invited to interview in mid-December at Senator Schatz's Honolulu office. Neighbor Island candidates will be interviewed via video teleconference. Successful candidates will be notified of their nomination before February 2014. Please note that a nomination by Senator Schatz does not guarantee admission into a military academy. Each academy's admissions board ultimately determines who receives an academy appointment.

6. Nomination Schedule:

November 1	Deadline to submit completed application packet.
By November 21	Selected applicants will be scheduled for interviews.
Mid-December	Interviews in the Senator's Honolulu office. Neighbor island candidates may be interviewed via video teleconference.
By January 31	Notification of selected nominees.