

FAQ: Applying for a Nomination

I. General Questions:

What are the United States Service Academies?

They are federal academic institutions for the undergraduate education and training of commissioned officers for the United States Armed Forces and Merchant Marine:

- **The United States Military Academy** in West Point, NY
(800) 822-ARMY
www.usma.edu
- **The United States Naval Academy** in Annapolis, MD
(888) 249-7707
www.usna.edu
- **The United States Air Force Academy** in Colorado Springs, CO
(719) 333-2520
www.usafa.af.mil
- **The United States Coast Guard Academy** in New London, CT
(800) 883-8724
www.cga.edu
- **The United States Merchant Marine Academy** in Kings Point, NY
(516) 726 5646
www.usmma.edu

How do I apply to a service academy?

Admission is open to all eligible¹ young men and women. Applicants will be evaluated on their academic, physical, and leadership potential. Those candidates who are deemed fully qualified may receive appointments to the academy. High school students should apply for admission between the spring of their junior year and the fall of their senior year. Each Service Academy has its own admission process. If you have specific questions, please follow up with the admissions department of the specific Academies to which you are applying.

Where can I apply for a nomination?

In addition to the required application to the Service Academy itself, an applicant must also obtain a nomination from an official source². The nomination process is competitive and applicants are encouraged to apply to all available sources. Students can seek a nomination from the following sources:

¹ Eligibility requirements vary by academy. Please contact each academy individually for more information.

² Exception: the US Coast Guard Academy no longer requires a congressional nomination for admission.

- **U.S. Senators**
 - U.S. Senator Kirsten E. Gillibrand (NY): (212) 688-6262
<http://gillibrand.senate.gov/services/nominations/>
 - U.S. Senator Charles E. Schumer (NY): (212) 486-4430
<https://www.schumer.senate.gov/students/academy/>
- **U.S. Representative**
 - Find your local representative: <http://www.house.gov/>
- **The Vice President of the United States** (only for USMA, USNA and USAFA)³
<http://www.whitehouse.gov/administration/vice-president-biden/academy-nominations>
- **The President of the United States**
Presidential Nominations are awarded to sons and daughters of career military personnel. Applicants must meet specific eligibility requirements. Please contact the Service Academies for more information.
- **ROTC / JROTC**
ROTC / JROTC Nominations are awarded to students currently enrolled in an ROTC / JROTC program. Please contact your professor of Military Science or Senior Instructor and the Service Academy directly for more information.

II. Questions about applying for a nomination from Senator Gillibrand:

Where can I get an application for a nomination?

Our nomination application is online at <http://www.gillibrand.senate.gov/services/nominations/>

When can I submit my application for a nomination?

Our link is activated in early August. Because you cannot change or add anything to your application after it has been submitted, we encourage students to apply once they know their course selection and athletic, employment, and extracurricular activities for the Fall semester of their senior year.

When are applications due?

The deadline for service academy nomination applications is October 21st, 2016. For those who have begun applications for a nomination on the Senator's website prior to October 21st, all additional documentation including SAT and ACT scores as well as letters of recommendation must be submitted no later than October 25, 2016. Please note that this is not a postmark date.

I plan to take the SAT / ACT late. Will that score be considered?

The last acceptable SAT test is October 1, 2016. The last acceptable ACT test is September 10, 2016. Also, be aware that our office does not engage in the practice of "Super Scoring" or "Score Choice."

³ The Vice President is the only authorized source who can nominate U.S. citizens without geographical restrictions. The Vice President is authorized to nominate students to USMA, USNA, and USAFA; however, he cannot nominate students to USMMA.

What is an official transcript?

An official transcript is signed and submitted by an official at your school. Our office will not accept unofficial transcripts.

Are SAT or ACT scores included on my transcript considered as official scores?

Yes. Our office will accept scores submitted on your transcript as official.

Can I submit my student score report as my official standardized test scores?

No. Our office requires official standardized test scores. If your scores are not included on your transcript, then please have College Board send your scores to the New York City office. The SAT code is: 2425. The ACT code is: 7164.

Can I email my recommendations or transcripts?

Your transcript must be emailed by a school official. Each letter of recommendation must be emailed by a school official or the recommender.

My school will be emailing my letters of recommendation. Can all three letters be submitted in one email?

No. To accurately track the materials that are being sent, our office requires that each letter of recommendation be emailed individually. Please ask your school officials to send separate emails, one for each recommendation.

My teacher / guidance counselor does not understand how to email in my letter of recommendation / transcript. What do I do?

They should contact my New York City office at 212-688-6262.

I have sent in my application. How can I confirm that your office received it?

After submitting your application electronically, you will receive a confirmation within 24 hours of online submission. If you do not receive this notification, please contact the New York City office at 212-688-6262. You will also receive email notifications when your transcript, recommendations, and standardized test scores are received.

I wish to modify my application. How do I do so?

You cannot. Once the online application has been submitted, it cannot be modified. Consider it like a paper application – once it is in the mail, there is no getting it back.

What should I do if my application is going to be late?

Unfortunately, our office handles an extremely large volume of applications from all of New York State and we cannot grant individual exceptions. If you anticipate having difficulties in completing your applications, please inform my Office as soon as possible.