

# U.S. Service Academy Guidelines

The U.S. Service Academies are among the most highly respected, quality educational programs in the nation. To be admitted to an academy, you must meet stringent academic, physical and medical requirements specified by public law. As a cadet/midshipman at the academy, you will be provided a fully-funded four-year college education. By law, graduates of service academies are appointed as commissioned officers in their respective service are required to serve at least five years active duty. For the United States Merchant Marine Academy, the obligation will be in the reserve component.

## I. General Guidelines

Each candidate must:

- be at least 17 years old, but have not passed their 23rd Birthday (25 years for U.S. Merchant Marine Academy);
- be a citizen of the United States;
- be unmarried, not pregnant or have any legal obligation to support children or dependents;
- be a legal resident of Ohio 7<sup>th</sup> Congressional District.

In addition to statutory requirements, each academy has established academic, physical, and leadership requirements for admission. Candidates for appointment to each academy must

- demonstrate comprehensive academic preparation;
- demonstrate leadership in athletics and other extracurricular activities;
- take the SAT, or the ACT Assessment;
- be in good physical and mental health;
- pass a comprehensive medical examination; and
- pass a physical aptitude examination.

## II. Communication with the Academies

The academies will start your candidate file when you complete the Pre-Candidate Questionnaire. The questionnaire can be completed electronically and can be

found at the websites of each academy. This ideally should be done the spring of your junior year in high school. After you complete the questionnaire, and are considered a competitive candidate, you will receive additional forms to complete from the academy in the mail.

The admissions office of each academy also coordinates a nationwide network of trained Academy Liaison Officers. Once you have made initial contact with the academies, you will be able to receive assistance and guidance throughout your admissions process.

## III. Academy Admissions Office Addresses

### Three reside within the Department of Defense

U.S. Military Academy  
 299 Stovall Street  
 Alexandria, VA 22332  
 Phone: (845) 938-4041  
 Website: [www.usma.edu](http://www.usma.edu)

U.S. Air Force Academy  
 2304 Cadet Drive, Suite 200  
 Colorado Springs, CO 80840  
 Phone: (800) 443-9266  
 Website: [www.usafa.edu](http://www.usafa.edu)

U.S. Naval Academy  
 117 Decatur Road  
 Annapolis, MD 21402-5019  
 Phone: (410) 293-4361  
 Website: [www.usna.edu](http://www.usna.edu)

### The Department of Transportation

U.S. Merchant Marine Academy  
 300 Steamboat Road  
 Kings Point, NY 11024-1699  
 Phone: (516) 733-5391  
 Website: [www.usmma.edu](http://www.usmma.edu)

### The Department of Homeland Security

U.S. Coast Guard Academy  
 31 Mohegan Avenue  
 New London, CT 06320  
 Phone: (800) 444-8500  
 Website: [www.cga.edu](http://www.cga.edu)

**NOTE:** The U.S. Coast Guard Academy does not require a congressional nomination. Appointments are considered solely on the basis of an annual nationwide competition.

## IV. Academic Qualifications

My office follows the academic requirements set forth by the academies when making a nomination. Certain requirements are specified by current public law; however, the academies look at the “whole person” when considering admission. Character, leadership, physical aptitude, medical fitness, goals, and motivation are key components of a favorable evaluation for admission.

The following are recommended college preparatory areas of academic requirements:

- **Four Years:** English, Mathematics (includes: Algebra, Trigonometry and Geometry)
- **Three Years:** Social Science (includes: History, Economics and Government)
- **Two Years:** Laboratory Science (includes: Biology, Physics and Chemistry)
- **Two Years:** Foreign Language

**Class Rank** Nominees must be in the top 40% of their class. However, the most successful candidates are in the top 10-20% of their class. I do recognize that some high schools do not rank students.

**Standardized Testing** Although the academies do not establish minimums, candidates who score below the following will normally not be competitive:

**Military, Naval and Air Force**

SAT 560 Verbal, 600 Math

**Merchant Marine**

SAT 500 Verbal, 550 Math

**Military, Naval, Air Force and Merchant Marine**

ACT 22 Reading, 24 Math

## V. Extracurricular Activities and Leadership

Participation and achievement in organized athletics, student body and class government, clubs and class extra-curricular activities, scouting, ROTC, Boys/Girls state, church or other community-related activities demonstrate evidence of leadership potential. The greater level of involvement/leadership, the more points are awarded in your overall admissions evaluation with the academy. The service academies consider it more valuable to achieve distinction in a specific activity, rather

than participation in a number of activities without any evidence of leadership.

If you have a part-time job that affects your level of involvement in school activities, the academies view your work experience as a demonstration of your leadership potential.

## VI. Department of Defense Medical Examination Review Board (DODMERB)

All academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. The most frequently encountered problem areas include:

- **Visual Acuity:** All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20.
- **Color Vision:** Color blindness, complete or partial, can be cause for disqualification
- **Asthma:** Any history of asthma may also cause for disqualification

The Department of Defense Medical Examination Review Board (DODMERB)

8304 Edgerton Drive, Suite 132

U.S.A.F. Academy, CO 80840-2200

(800) 841-2706 (scheduling)

(719) 333-3562 (status)

Website: <https://dodmerb.tricare.osd.mil/>

## VII. Service Obligation

Graduation from a United States Service Academy obligates you to serve five (5) years of Active Duty Service.

The United States Merchant Marine Academy requires service within the Maritime industry and an obligation with the U.S. Navy Reserve.

# U.S. Service Academy Congressional Nominations

It is a tremendous honor to receive a Congressional nomination and appointment to a military academy. Only the brightest of America's youth are offered a chance to attend one of these historical institutions. An appointment comes with great responsibility as you would be among our nation's military leaders, defending our freedoms around the world.

A nomination is required to gain an appointment to the Naval Academy, Air Force Academy, Military Academy at West Point, or the Merchant Marine Academy. A Congressional nomination is *not* required to attend the U.S. Coast Guard Academy. All applicants interested in the Coast Guard Academy must contact it directly by mail or online. Those interested in serving in the Marine Corps should apply to the Naval Academy.

While you **must** have a nomination for an appointment, **a nomination does not guarantee an appointment.** The academy will make the final decision on each candidate based on the academy's own standards. An elected official may nominate you, but only an academy may appoint you. You are encouraged to apply to as many nominating authorities as possible. Candidates may begin applying to the academies on 1 April of their junior year of high school. It is suggested that you start the process early to make sure you complete the requirements before established deadlines. Nominations are based on a composite of academic achievement, leadership, extracurricular activities, physical fitness, a personal statement, and letters of recommendation.

## I. Nomination Procedures

Each applicant must meet the eligibility requirements highlighted in the Academy Requirements section of this packet as well as complete a nomination file with Congressman Miller's office by **30 October 2026.**

A nomination file consists of the following items:

- Application to Congressman Miller
- High School and/or College Transcripts
- ACT/SAT Official Scores

- Personal Statement
- 2-3 Letters of Recommendation
- Resume

## II. Application

Please complete the application included in the packet and return it and all related materials to:

Honorable Max Miller  
ATTN: Military Academy Nominations  
72 Public Square, 2<sup>nd</sup> Floor  
Medina, Ohio 44256

**Be sure your entire packet of information arrives on or before October 30, 2026.**

## III. High School/College Transcript

A transcript is a listing of all the high school and college-level courses you have taken and the grades you received in those classes. You may obtain a transcript by asking your high school guidance counselor for a copy. If you are in college, you may ask for a copy of your college transcript in the registrar's office. You will need to submit a high school transcript in addition to your college transcript.

## IV. ACT/SAT

You are not required to take one exam over the other and you may submit scores from both tests. Your ACT/SAT decision may be determined by which school you plan to apply for admission. The Academy Selection Board will accept your best overall composite if you take a test more than once. The best candidates have taken the test multiple times. An official and unofficial copy of your scores are acceptable.

## V. Personal Statement

Please submit a typed personal statement, *no longer than one page*, indicating why you wish to attend a military academy and how your family, religious, educational, athletic, extracurricular, community, or employment

preparation has led you to make this choice. In your answer, please indicate how you would meet the unique intellectual and physical challenges of a military academy. This essay can take any direction you wish. Please be advised your submissions will be closely scrutinized by our internal selection board. Be sure to carefully review, revise, and edit your application materials, especially your essays, knowing that they will be carefully evaluated.

## VI. Letters of Recommendation

Please select two people to write letters of recommendation on your behalf. Your references may include teachers, coaches, neighbors, employers, clergy and community leaders. Please do **not** ask immediate family members such as parents, siblings or grandparents.

Ask your references to write about how they came to know you and in what capacity. They should also define your qualities, describe an example of how you demonstrated sound character or judgment, and why they think you should receive a nomination to a service academy. There is no word count or length limit to your letters of recommendation.

You may include your letters of recommendation when you return this packet or you may ask your references to mail their letters directly to:

Honorable Max Miller  
ATTN: Military Academy Nominations  
72 Public Square, 2<sup>nd</sup> Floor  
Medina, Ohio 44256

These letters must also arrive in my district office on or before the deadline or they will not be accepted. It is your responsibility to make sure your references mail their letters on time. Out of courtesy to your references and consideration for their time, get started early to ensure that your letters of recommendation arrive on time and in good order.

## VII. Resume

The resume should be a brief account of the candidate's education, awards, volunteer service, and work experience. The resume should be no more than one page and should provide the board with an overview of the

candidate's qualifications. You are applying for a nomination. The resume is your opportunity to show that you are a qualified candidate.

## VIII. Personal Interview

In mid-November, after your file is complete, a staff member from Congressman Miller's district office will contact you to arrange a 30-minute interview with the Academy Selection Board. This board is comprised of several community leaders from across the 7<sup>th</sup> Congressional District who will advise Congressman Miller on his nominations and offer their recommendations to him. In most cases, it is understood that you may need to miss school to attend this interview. Please let your guidance counselor know that you must interview for a military academy nomination as a requirement for nomination to a military academy and that you need an excused absence. Please contact the Congressional district office if you encounter any problems.

## IX. Timeline

The following is an approximate timeline of a standard nomination and appointment process. The deadlines are subject to extenuating circumstances – they are not fixed or concrete.

- 1 April:** Application season opens
- 30 October:** Application packet deadline
- 6 November:** Receive interview appointment
- 14 November:** Interview with Nom. Selection Board
- 18 December:** Nominations announced by mail
- 1 January – 1 May:** Academies make their appointments
- 1 May:** Target date for academies to notify nominees of their application status

## X. Questions:

All questions concerning Academy nominations made through Congressman Miller's office should be directed to Gwen Oswald in the Medina office. You can reach her at (330) 661-6654, or via email at [Gwendolyn.Oswald@mail.house.gov](mailto:Gwendolyn.Oswald@mail.house.gov)

# U.S. Service Academy Nomination Application

Full Name \_\_\_\_\_  
(Last) (First) (Middle)

Social Security Number \_\_\_\_\_

Resident of Ohio's 7<sup>th</sup> Congressional District? Yes \_\_\_\_\_ No \_\_\_\_\_  
(If you're not sure, enter your zip-code at <http://www.house.gov/zip/ZIP2Rep.html>)

Permanent Address \_\_\_\_\_  
(Number and Street)

\_\_\_\_\_  
(City) (State) (Zip Code)

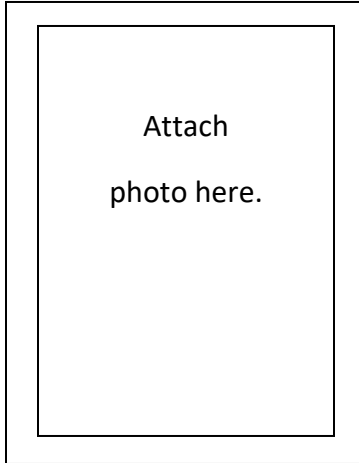
Telephone ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Vision (Uncorrected) \_\_\_\_\_  
(i.e. Left: 20/20 Right: 20/40)

Age \_\_\_\_\_ Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_  
(Month/Day/Year) (City) (State)

Current Employment: \_\_\_\_\_

Are you now serving on military active duty? YES NO If Yes, which branch \_\_\_\_\_



## **Family/Guardian Information**

Father's Name \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Mother's Name \_\_\_\_\_ Daytime Phone ( ) \_\_\_\_\_

Employer \_\_\_\_\_ Occupation \_\_\_\_\_

Has any member of your family attended an academy and/or served in the military? If so, please make any notations here: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**High School and College Education**

High School \_\_\_\_\_

(Name)                      (Number and Street)                      (City)                      (State)                      (Zip)

H.S. Counselor \_\_\_\_\_ Phone Number (    ) \_\_\_\_\_

GPA \_\_\_\_\_ Anticipated Graduation Date \_\_\_\_\_

Have you completed any college-level courses? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, which subjects? \_\_\_\_\_  
 \_\_\_\_\_

**Academy Preference**

Please circle the number indicating your first choice, second choice, etc, with 1 being your top choice and 4 being your last choice. If you have no interest in a particular Academy, circle 'N' for not interested. Please also circle either 'Y' for yes or 'N' for no regarding whether you have opened a file with an Academy.

**U.S. Air Force Academy**  
**Colorado Springs, Colorado**  
 (Commissioned into Air Force)  
 N 1 2 3 4  
 Opened a file? Y N

**U. S. Merchant Marine Academy**  
**Kings Point, New York**  
 (Commission into Naval Reserves)  
 N 1 2 3 4  
 Opened a file? Y N

**U.S. Military Academy**  
**West Point, New York**  
 (Commissioned into Army)  
 N 1 2 3 4  
 Opened a file? Y N

**U.S. Naval Academy**  
**Annapolis, Maryland**  
 (Commissioned into Navy/ Marine Corps)  
 N 1 2 3 4  
 Opened a file? Y N

**Awards**

List all awards in the space provided:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Athletic Participation**  
 (Please circle each item to indicate involvement)

	Years				Captain
Baseball	9	10	11	12	Yes
Basketball	9	10	11	12	Yes
Bowling	9	10	11	12	Yes
Cheerleading	9	10	11	12	Yes
Cross Country	9	10	11	12	Yes
Football	9	10	11	12	Yes
Golf	9	10	11	12	Yes
Gymnastics	9	10	11	12	Yes
Lacrose	9	10	11	12	Yes
Rugby	9	10	11	12	Yes
Soccer	9	10	11	12	Yes
Softball	9	10	11	12	Yes
Swimming/Diving	9	10	11	12	Yes
Tennis	9	10	11	12	Yes
Track/Field	9	10	11	12	Yes
Volleyball	9	10	11	12	Yes
Water Polo	9	10	11	12	Yes
Wrestling	9	10	11	12	Yes
Other: _____	9	10	11	12	Yes

**Non-School Athletics**  
 List all activities in the space provided:

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**Leadership Positions**  
 List in the space provided:

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Are you being recruited by any service academy or college to play collegiate sports? If so, which institutions and what sport? \_\_\_\_\_

**Extra-Curricular Activities**  
 (Please circle each item to indicate involvement)

Band/Orchestra	Boys/Girls State	Choir
Class Office Holder	Church Group/Club	Drama
Debate	DECA	Drill Team
Editor, Newspaper	Editor, Yearbook	Food Pantry/Bank
Forensics	Habitat for Humanity	Key Club
Media	National Honors	Peer Leadership
Robotics	Science Club	Tutoring
Civil Air Patrol	Current Rank _____	
ROTC	Current Rank _____	
Scouting	Current Rank _____	
Other: _____		

## Application Agreement

It is my sincere desire to attend a U.S. Service Academy, and I intend to pursue a vigorous academic course of study if appointed. I understand that attending a service academy also requires a minimum of five years of military service following graduation, and I fully commit to this responsibility. I have read the information explaining Congressman Miller's nominating procedures and the information I am submitting is accurate. I certify that I am a U.S. citizen and a legal resident of the Seventh Congressional District of Ohio. I will be at least 17 years, but not yet 23 years of age on 1 July of the attending year. I am not pregnant, nor do I have any child support obligations. I understand that my application must be completed and returned to Congressman Miller before the end of business on **30 October**, to be given full consideration.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Mail or deliver completed packet of materials to:

Honorable Max Miller  
 ATTN: Military Academy Nominations  
 72 Public Square, 2<sup>nd</sup> Floor  
 Medina, Ohio 44256

Nomination process questions directed to:

Gwen Oswald  
 Service Academy Nomination Coordinator  
 330-661-6654  
[Gwendolyn.Oswald@mail.house.gov](mailto:Gwendolyn.Oswald@mail.house.gov)

### Congressional Nomination Application Checklist

<input type="checkbox"/> Application to Congressman Miller	<input type="checkbox"/> Photograph - (space provided)
<input type="checkbox"/> ACT/SAT Official Scores	<input type="checkbox"/> 2-3 Letters of Recommendation
<input type="checkbox"/> High School Transcript(s)	<input type="checkbox"/> Personal Statement
<input type="checkbox"/> College Transcript(s) (If Applicable)	<input type="checkbox"/> Resume
<b>Requirements that do not need to be submitted to my office:</b>	
<input type="checkbox"/> Application to Academy (s)	<input type="checkbox"/> Medical Exam (DODMERB)

