

# **Application for Congressional Nomination to the U.S. Service Academies**

U.S. Air Force Academy  
U.S. Merchant Marine Academy  
U.S. Military Academy at West Point  
U.S. Naval Academy



**Tim Murphy**  
Member of Congress  
18<sup>th</sup> District, Pennsylvania

(2016)

## Timeline for Service Academy Applicants

The service academy application process should begin in the Spring of the student's junior year of high school. Admission to the Air Force, Merchant Marine, Military, and Naval Academies requires a nomination by a U.S. Congressperson, Senator, or the Vice President. However, the Merchant Marine Academy does not accept Vice Presidential nominations and the Coast Guard Academy does not require a nomination from an elected official. Other sources of nominations may be found on page 5.

### Spring of 2016

- Request an application directly from the academy of your choice.
- Write a letter to Congressman Murphy's Mt. Lebanon office at 504 Washington Road, Pittsburgh, PA 15228 (Attention: Roxanne Buckels) to request a nomination.
- Obtain nomination applications from other sources such as, Senator Casey, Senator Toomey, and Vice President Biden.

### Summer of 2016

- Obtain all information and materials needed to complete your application (i.e., recommendations, grade transcripts, etc.). Please make sure your name appears on everything you mail. You may mail your information as it is completed – you **do not** have to wait until all the components are gathered before you send them in.

### Fall of 2016

- Fill out your Nomination Application if you have not already done so. Mail all material by *certified mail* to Congressman Murphy's Mt. Lebanon office.
- **The deadline for completed Nomination Applications is October 6, 2016.**
- November – All applicants who have submitted a completed application will be notified via e-mail of the date and time of their interview with Congressman Murphy's *Service Academy Review Board*.
- November/December – The Service Academy Review Board will make its recommendations for nominations to Congressman Murphy who will then submit the names of nominees to the service academies.

### Winter of 2016 / Spring of 2017

- December – Congressman Murphy will notify, in writing, all candidates who participated in the interview process with the *Review Board* whether or not they received a nomination.
- February through May – Academies make Offers of Appointments and then notify the selected nominees.

**PLEASE NOTE:** Our office emphasizes academic excellence, demonstration of leadership, and involvement in the school and community when screening applicants in the selection process. Any information obtained by a student that would assist in updating a candidate's file (i.e., adjusted grade point average or SAT scores, etc.) should be submitted to our office as soon as it becomes available.

**A Complete Application Must Include the Following Items:**

- 1. A completed Nomination Application Form.**
- 2. One academic recommendation and one extracurricular recommendation.**
- 3. An official copy of your high school transcript sent directly from your high school guidance office.**
- 4. A copy of your SAT or ACT score report. The Congressman's SAT Score Reporting Code # is 2391 and the ACT Code # is 7652.**
- 5. A recent wallet-size photograph of yourself.**

**All materials must be sent by certified mail postmarked no later than October 6, 2016, to Congressman Murphy's Mt. Lebanon office.**

**The Honorable Tim Murphy  
Attn: Roxanne Buckels  
504 Washington Rd.  
Pittsburgh, PA 15228**

## **General Qualifications**

All applicants must meet the following service academy qualifications to be eligible for an appointment.

*Citizenship:* Applicants must be a U.S. citizen, or have obtained citizenship by the time of their high school graduation.

*State and District Residency:* Applicants seeking a nomination from Congressman Murphy must be residents of the 18<sup>th</sup> Congressional District and official residents of the state of Pennsylvania.

*Nomination:* Applicants for all of the service academies except the U.S. Coast Guard Academy, must obtain a nomination from a U.S. Congressperson, U.S. Senator, or the Vice President of the United States.

*Age:* Applicants must be at least 17 years of age by July 1 of the year of admission, but not have passed their 23<sup>rd</sup> birthday, or 25<sup>th</sup> birthday for the Merchant Marine Academy.

*Marital Status:* Applicants may not be married, pregnant, or have any legal obligation to support dependents.

*Academic Standards:* Applicants should exhibit an above-average high school or college academic record and a strong performance on the SAT or ACT. The average SAT and ACT scores differ by academy and can be found on their websites.

*Physical Requirements:* All applicants must pass the service academy's physical requirements.

*Medical Examination:* All applicants must pass the service academy's medical examination.

## **Nomination Process**

Each year, the Congressman utilizes the competitive nomination process when screening applicants applying for a nomination to the service academies. The Congressman is allowed to nominate ten students for each vacancy he has available to him at the academy. From the nominations submitted, the academy selects which student they determine is the most qualified and offers appointments accordingly. The U.S. Merchant Marine Academy allows up to ten nominations per year.

## **Tips for Success**

**1. Contact each academy early.**

Applicants must open a pre-candidate file with the academy that they seek to enter. Candidates may wish to visit the campuses of the service academies they wish to attend, contact athletic directors of sports in which they are interested, and speak with the service academy alumni associations.

**2. Take the SAT/ACT early.**

It is important to take these exams prior to the application deadline. You may want to take the exam in the Spring of your junior year in order to leave yourself time to retake the exam if you deem it necessary. To have your results mailed directly to the Congressman, his SAT Score Reporting # is: 2391.

**3. Meet all application deadlines.**

**4. Do NOT put “please see resume” on any line of the application – fill in every line with the appropriate information.**

**5. Seek nominations from more than one source.**

**6. Seek letters of recommendations from people who know you well.**

## **Other Sources of Academy Nominations**

**Senator Robert Casey**

The Honorable Robert Casey  
555 Walnut Street, First Floor  
Harrisburg, PA 17101  
(717) 231-7540  
[www.casey.senate.gov](http://www.casey.senate.gov)

**Senator Patrick Toomey**

The Honorable Patrick Toomey  
1150 S. Cedar Crest Blvd.  
Allentown, PA 18103  
(610) 434-1444  
[www.toomey.senate.gov](http://www.toomey.senate.gov)

**Vice President Joseph Biden**

Office of the Vice President  
Eisenhower Executive Office Building  
Room 290  
Washington DC 20501

### **Presidential Nominations**

Each year the President of the United States may nominate as many candidates as he wishes, however, he is only granted 100 appointments to the service academies. The President’s nominations are open to children of career military personnel, which include enlisted, warrant, and commissioned members of regular and reserve components who are on active duty for at least eight years; and military retirees who have received retired or retainer pay. For additional information on this nomination or military affiliated nominations, please call my office or the academy that you are interested in attending.



Cumulative Class Rank/Class Size: \_\_\_\_\_  
(at the end of your junior year)

Cumulative Grade Point Average: \_\_\_\_\_  
(at the end of your junior year)

SAT scores: M\_\_\_\_\_ CR\_\_\_\_\_ W\_\_\_\_\_      ACT scores: Composite \_\_\_\_\_  
(List highest SAT scores received.)

Letters of Recommendation requested from:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_

**Academy Preference**

Please number the academies below by order of preference, denoting your first choice with a number one. If you do not wish to attend a particular academy, please leave the line blank. Also, if you have sent an application to either of your U.S. Senators or the Vice President, please list the academies in the same order as you have done on their applications.  
**DO NOT SELECT AN ACADEMY TO WHICH YOU HAVE NOT APPLIED.**

- \_\_\_\_ U.S. Air Force Academy
- \_\_\_\_ U.S. Merchant Marine Academy
- \_\_\_\_ U.S. Military Academy
- \_\_\_\_ U.S. Naval Academy

Do you want to be actively considered for any of the academies other than your first choice?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please indicate any other sources from whom you are seeking a nomination.

\_\_\_\_\_

Have you ever been cited, arrested, convicted, or fined for any violation of any law?

Yes \_\_\_\_\_ No \_\_\_\_\_      If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Extracurricular Activities

### Academic Organizations

*Organization*

*# of Years Involved*

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### Community Service

*Agency or Location*

*# of Hours*

*Activities*

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### Athletic Participation

*Sport*

*# of Years Involved*

*Special Achievements*

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**Essay Question**

Two to three weeks prior to your interview you will be e-mailed a question. You will be given only one week in which to respond to the essay question. Your response must be e-mailed to [roxanne.buckels@mail.house.gov](mailto:roxanne.buckels@mail.house.gov) by the specified deadline.

**Signed Statement of Application for Nomination**

Please read the following and sign below.

*I certify that I am a resident of the 18<sup>th</sup> Congressional District of Pennsylvania and that all of the information provided is true and correct.*

**Privacy Act of 1974**

*I hereby authorize Congressman Timothy F. Murphy and his staff members to obtain any necessary information pertaining to myself, upon which my eligibility for a nomination to a service academy may be determined.*

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Contact Information for  
United States Military Academies  
Admissions Offices**

U.S. Air Force Academy

Admissions Office  
2304 Cadet Dr., Suite 200  
Colorado Springs, CO 80840  
1-800-443-9266 or (719) 333-2520

Website: <http://www.usafa.edu>  
E-mail: [rr\\_webmail@usafa.af.mil](mailto:rr_webmail@usafa.af.mil)

U.S. Merchant Marine Academy

Admissions Office  
300 Steamboat Rd.  
King Point, NY 11024  
1-800-732-6267 or (516) 773-5391

Website: <http://www.usmma.edu>  
E-mail: [admissions@usmma.edu](mailto:admissions@usmma.edu)

U.S. Military Academy

Admissions Office  
Building 606  
West Point, NY 10996  
(845) 938-4041

Website: <http://www.usma.edu>  
E-mail: [admissions@usma.edu](mailto:admissions@usma.edu)

U.S. Naval Academy

USNA Admissions Office  
117 Decatur Rd.  
Annapolis, MD 21402  
(410) 293-4361

Website: <http://www.usna.edu>

