

U.S. REPRESENTATIVE FRED UPTON
SIXTH CONGRESSIONAL DISTRICT OF MICHIGAN



United States Service Academy
Application for Nomination
Application Guide 2022

U.S. Representative Fred Upton
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(269) 982-1986
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Thank you for your interest in applying for a U.S. service academy nomination. The purpose of this application guide is to provide additional information about the academy nomination process, and to provide instructions and recommendations for your application to my office. *Please read all information carefully.*

Academy Nomination Process Guidance

The Nomination Process

To be considered for an appointment to a U.S. service academy, an applicant must meet the eligibility requirements established by law and be nominated by an authorized person – including a Member of Congress. I may nominate applicants who are legally domiciled within the boundaries of Michigan’s Sixth Congressional District.

Who is eligible?

An applicant for a nomination must meet the following eligibility requirements as of July 1st of the year of admission to a service academy: 1) he or she must be at least 17 years old and not have passed their 23rd birthday; 2) must be a citizen of the United States; 3) must be unmarried and not pregnant; and 4) have no legal obligation to support children or other dependents.

In order to be considered for a service academy nomination through my office, you must complete an “Application for Nomination,” provide all requested documents and follow all outlined guidelines in the “Application for Nomination Instructions and Guidance.” Those documents may be obtained at www.upton.house.gov or by contacting my constituent service office in St. Joseph at (269) 982-1986.

Military Service Academies

There are five military service academies: the [United States Air Force Academy](#) (USAFA), the [United States Naval Academy](#) (USNA), [West Point](#), the [United States Merchant Marine Academy](#) (USMMA), and the [United States Coast Guard Academy](#) (USCGA). Nominations are required for all but the U.S. Coast Guard Academy, to which appointments are made on the basis of an annual nationwide competition.

In seeking a nomination to the USAFA, USNA, and USMA, there are various nomination authorities. Each eligible young person may apply to both United States Senators from the applicant’s state, his or her United States Representative, and the Vice President of the United States (if very highly qualified). The other nomination categories are military-affiliated.

With respect to the congressional category, each Representative and each Senator is allowed to have five persons at each academy charged to his or her quota at any one time. There are

three methods of nominating applicants to the service academies and I use the competitive method. For each vacancy, ten nominations may be made on a strictly competitive basis. The competitive method provides that the nominees compete among themselves for final appointment determined by the admissions authorities. They take into consideration a nominee's academic record, extracurricular and athletic activities, physical aptitude, ACT and/or SAT scores, leadership ability and medical qualifications. Such facets of an applicant's record are also considered during the nomination selection process. No person will be offered admission if he or she does not meet the physical standards of the academy unless awarded a medical waiver.

As competition for nomination and appointment is very difficult, it is wise for all interested persons to apply through all sources for which they are eligible and for all academies in which they have a real interest. An individual may be nominated by more than one nominating authority and/or to more than one academy.

With regard to the U.S. Merchant Marine Academy, the locality boundary for nomination by a Representative is the State in which the District lies rather than just the District itself. Each Representative and each Senator may nominate ten candidates each year to compete for admission.

Service Academy Applications

Requesting a nomination to a Service Academy from a Member of Congress is only one step towards being accepted to a United States Military Academy.

The second step is for each applicant to contact their academies of preference and submit applications directly to those academies. The academy application process runs simultaneously with the application process for nomination by U.S. Representative Fred Upton.

The service academies in this guide require a preliminary application and confirmation of eligibility for admission to the academy. Each candidate **MUST** contact each academy directly to obtain and comply with all application instructions set forth by each academy. Please follow all of the instructions provided by the service academies and learn as much as possible about the process by reading all printed materials and exploring the academy websites listed on the previous page.

Deadline and Delivery of Completed Application and Attachments

Completed applications and all required materials must be delivered to U.S. Representative Fred Upton's St. Joseph / Benton Harbor District Office no later than **November 1st, 2022 at 5:00 PM EST.** Candidates are strongly encouraged to submit their documents before the final day.

Applications and all required materials may be submitted by:

Mail:

U.S. Representative Fred Upton
ATTN: Corey Hansen
720 Main Street
St. Joseph, MI 49085

Delivered in person:

U.S. Representative Fred Upton
St. Joseph / Benton Harbor District Office
720 Main Street
St. Joseph, MI 49085

Normal office hours: Monday – Friday, 9:00 AM – 5:00 PM

Please call in advance, our office is occasionally closed temporarily if staff members are attending community events outside of the office. All deadlines will still apply.

Email:

Applications and required material may be emailed to:

Corey.Hansen@mail.house.gov.

All applicants will receive an email acknowledging receipt of your application. **If you do not receive an email acknowledging receipt, please call (269) 982-1986.** If you do not receive an acknowledgement, we may not have received your application. Applications must be received by November 1st, 2022 at 5:00 PM EST. No exceptions will be granted.

Timetable for Service Academy Nomination Procedure for Applicants

Early Spring through mid-October

Receive Application for Nomination Form and Guide. Complete application and collect all required materials outlined in the Application for Nomination Guide. Ensure all items are sent to and received by Rep. Fred Upton's St. Joseph / Benton Harbor District Office. Do not hesitate to call if you have any questions or concerns, (269) 982-1986.

November 1st, 2022 at 5:00 EST

Deadline for applications and all required materials to be received by Rep. Fred Upton's St. Joseph / Benton Harbor District Office. **No exceptions will be granted.** It is recommended to submit your application early to ensure that any potential problems can be corrected.

November

All applications and provided materials will be reviewed. Once reviewed, each qualified applicant will be mailed an interview date, time, and location. If you have not received notice by **November 25th**, please contact the St. Joseph / Benton Harbor District Office, (269) 982-1986.

SATURDAY, DECEMBER 3rd, 2022 – SAVE THE DATE!

All applicants are REQUIRED to participate in a thirty-minute personal interview conducted by an Academy Advisory Board. All qualified applicants MUST be available on December 3rd for their interview. Note: the first Saturday in December is frequently a date available for ACT and SAT testing. Please ensure to arrange your test for another date.

Late December / Early January

All applications, supporting documents, and Academy Advisory Board interview results will be scored, and final selection of those receiving a nomination from Rep. Fred Upton will be determined. All applicants will be mailed a letter indicating whether they have or have not been selected to receive a nomination.

The names of those receiving a nomination from Rep. Fred Upton will be forwarded to the appropriate Service Academies. Each Service Academy makes the final determination of the most qualified candidates that they invite to attend. We do not control the timeline for each academy's decision process.

Important Information and Recommendations

- **Requesting a nomination to a Service Academy from a Member of Congress is only one step towards being accepted to a United States Service Academy. The other step is for each applicant to contact their academies of preference and to submit applications directly to those academies. The academy application process runs simultaneously with the application process for nomination by Rep. Fred Upton. More information regarding each academy is provided below.**
- Be sure to make arrangements for letters of recommendations as soon as possible. Letters of recommendation not arriving on time has frequently been a problem, as those providing the letters are extremely busy. Be sure to ask for your letters far in advance.
- Check with your school counselor for any additional information they may have regarding Service Academies, as they may have additional information for you to consider.
- Be sure to TYPE everything that is submitted to a Service Academy and/or Congressional Office.
- Make sure your name appears on each and every page of information submitted to Rep. Fred Upton's Office.
- **DO NOT wait until the last day to submit your application for nomination and supporting materials. If any items are incorrect or missing, you will not have time to correct those errors.**
- Don't Forget to Mark Your Calendars:
 - **Tuesday, November 1st, 2022**– Applications and materials must be submitted to Rep. Fred Upton's St. Joseph District Office.
 - **Saturday, December 3rd, 2022** – Save the date for Academy Advisory Board personal interviews.
- Should you decide to withdraw your name from consideration for a nomination, please contact the office as soon as possible, as to not hinder the process for other applicants.
- If you have any questions or concerns, please do not hesitate to contact the office:

U.S. Representative Fred Upton
720 Main Street
St. Joseph, MI 49085

Corey Hansen
(269) 982-1986
Corey.Hansen@mail.house.gov

Checklist of Required Documents for Academy Nomination

You may wish to use the following as a checklist when you submit information to Rep. Fred Upton's St. Joseph / Benton Harbor District Office.

<u>ITEM COMPLETED</u>	<u>DATE SUBMITTED</u>
Returned full completed Application for Nomination (pages 1 – 4)	_____
Proof of Residency	_____
Academic Transcripts	_____
ACT and/or SAT Test Scores	_____
Letters of recommendation from:	
Language Arts Instructor	_____
Math or Science Instructor	_____
Other Adult	_____
One Page Essay	_____

Be sure to regularly check your mail and email for updates from Rep. Fred Upton's office regarding your application for nomination process. In particular, pay close attention for information regarding the time and place of personal interviews on Saturday, December 3rd, 2022. If you have not received this information by **November 25th**, please contact the St. Joseph District Office, (269) 982-1986.

Contact Information for Service Academies

<p>(Army) Director of Admissions U.S. Military Academy 606 Thayer Road West Point, New York 10996 www.usma.edu www.usma.edu/admissions</p>	<p>(Navy) Dean of Admissions U.S. Naval Academy 117 Decatur Road Annapolis, Maryland 21402 www.usna.edu www.usna.edu/admissions</p>
<p>(Air Force) Admissions Department HQ USAFA/RRS U.S. Air Force Academy Colorado 80840 www.usafa.edu www.academyadmissions.com</p>	<p>(Merchant Marine) Admissions Office U.S. Merchant Marine Academy Kings Point, New York 11024 www.usmma.edu www.usmma.edu/admissions</p>

PLEASE NOTE:

As noted above, requesting a nomination to a Service Academy from a Member of Congress is only one step towards being accepted to a United States Military Academy.

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The listed service academies require a preliminary application and confirmation of eligibility for admission to the academy. Each candidate **MUST** contact each academy directly to obtain and comply with all application instructions set forth by each academy. Please follow all of the instructions provided by the service academies and learn as much as possible about the process by reading all printed materials and exploring the academy websites listed above.