

## *Service Academy FAQs*

### *Office of U.S. Senator Robert P. Casey, Jr.*

The Service Academy application process may sometimes be confusing. Below are frequently asked questions about the process:

#### **1. From what offices may I request a nomination?**

*You may request a nomination from Senator Casey, Senator Pat Toomey, and your Member of the House of Representatives. If you do not know who your Representative is, please visit [www.house.gov](http://www.house.gov). Each Congressional office sets its own deadlines and other requirements, so it is important to speak with each one individually. You may also request nominations from the President of the United States and the Vice President of the United States. Please visit [www.whitehouse.gov](http://www.whitehouse.gov) for more information.*

#### **2. What do I need to do prior to applying for a nomination from Senator Casey?**

*We ask that you first apply with the Academy of your choice. Once you done so, you are welcome to apply with our office. While you may apply to multiple Academies directly, we ask that you only apply to one through our office. You will be able to indicate your choice on your application.*

#### **3. When should I begin the nomination process with Senator Casey's office?**

*Our application opens on March 1, 2016 and closes at 5 p.m. on October 7, 2016. Please begin the process as early as possible to allow yourself the maximum amount of time to complete the application. Please note that all transcripts must include final junior-year grades.*

#### **4. What is the deadline for applying to Senator Casey's office?**

*Applications must be completed and submitted by 5 p.m. on October 7, 2016. Late or incomplete applications will not be considered.*

#### **5. What key dates do I need to know?**

- *March 1, 2016 – Senator Casey's Service Academy application opens*
- *5 p.m. on October 7, 2016 – Senator Casey's Service Academy application closes; all materials must be submitted by this time.*
- *Mid-October, 2016 – All students with completed applications by the deadline will be scheduled and notified of an interview at Fort Indiantown Gap, Annville.*
- *November 15, 16 and 17, 2016 – Interviews are conducted at Fort Indiantown Gap.*
- *Mid-January, 2017 – All applicants are notified of their status with Senator Casey's office. Appointees are notified by the Academies by April.*

## **6. What information must I provide to Senator Casey's office?**

*All documentation must be received electronically, either by uploading it to our website, or by emailing it to [academy\\_nominations@casey.senate.gov](mailto:academy_nominations@casey.senate.gov). Please do not mail your application materials. You will need to submit the following documents to our office:*

- *The online application;*
- *An essay about your desire to attend an Academy;*
- *A recent photograph of yourself;*
- *A signed Statement of Intent form;*
- *An official transcript for all high schools, junior colleges, and colleges you have attended;*
- *Your official SAT I and/or ACT scores; and*
- *Three letters of recommendation from individuals who know you well. One must be from a science or mathematics teacher; none can be from a family member.*

## **7. How do I make changes to my questionnaire?**

*If you wish to make changes to your questionnaire, such as adding school activities or updating your SAT and ACT scores, please notify our office at [Academy\\_Nominations@casey.senate.gov](mailto:Academy_Nominations@casey.senate.gov). We will unlock your questionnaire so you are able to make those changes.*

## **8. What if my school will not give me a copy of my transcript?**

*Your school may email it to our office at [academy\\_nominations@casey.senate.gov](mailto:academy_nominations@casey.senate.gov). Your references may also send your letters of recommendation to this email address.*

## **9. How can official SAT/ACT scores be submitted to Senator Casey's office?**

*We will accept scores listed on school transcripts, submitted to us by the school, or by the student if they contain the school seal and signature of a school official. You may also have the College Board send scores directly to our office by using our score codes. Our SAT I Score Code is 5042. Our ACT Score Code is 7176. Alternatively, you may submit your own scores, but they must be on College Board letterhead.*

## **10. What if I am taking the ACTs and SATs after the October 7 deadline?**

*We understand that students wish to retake the SATs and ACTs to improve their scores. If you are scheduled to take them after the October 7 deadline, we ask that you notify us of your intentions by emailing us at [Academy\\_Nominations@casey.senate.gov](mailto:Academy_Nominations@casey.senate.gov). Once you receive your unofficial test scores (usually sent via email), please send them to our office as a placeholder. If you receive your official scores prior to your interview, please submit them via email. If you are not able to do so, please bring them to your interview.*

## **11. Must the attachments be in a certain format?**

*We can only accept documents in PDF format.*

## **12. How do I address concerns with the physical examination process?**

*As part of the application process, applicants must undergo a physical examination with the Department of Defense's Medical Examination Review Board (DoDMERB). Information about*

*the medical requirement can be found [here](#). Additional questions about this process should be directed to DoDMERB via email at [usaf.usafa.dodmerb.mbx.helpdesk@mail.mil](mailto:usaf.usafa.dodmerb.mbx.helpdesk@mail.mil).*

**13. Does a Congressional nomination guarantee me an appointment to a Service Academy?**

*A nomination from a Congressional office does not guarantee an appointment to an academy. Each academy makes its own determinations on who to appoint. A Congressional nomination is just one requirement of the appointment process.*

**14. How many candidates does Senator Casey nominate?**

*Senator Casey nominates ten students to each Academy. Each Academy determines how many nominees they appoint.*

**15. If I am not nominated by Senator Casey, may I reapply?**

*If you are not nominated or appointed, you may reapply each year until you are 23. If you choose to reapply, you will need to begin another application online. We can reuse your previous three letters of recommendation, but you will need to provide the following:*

- *A new essay;*
- *An updated transcript from your 12<sup>th</sup> grade year and your current college; updated SAT and/or ACT scores if you have since earned higher scores;*
- *A new letter of recommendation; and*
- *A recent photograph of yourself.*