

September, 2003

Dear Candidate:

We have received your request for a nomination from the Office of Senator Norm Coleman. For years, the Academies have offered challenging academic and physical educational programs and military training that shape the character of the student. The education provided by at the Academies is some of the finest in the nation. Students must mentally and physically strive for excellence in order to successfully complete their military schooling. Candidates are evaluated in several areas based on their potential to thrive in the military.

The United States Military Academies have groomed some of the great leaders of our nation. To be a part of this history is an honor and applicants must be dedicated to their goals. We are impressed by your desire to serve our country.

We encourage you to also apply at the office of your Congressman and Senator Dayton. The Minnesota Congressional delegation works closely together to nominate qualified individuals to the United States Military Academies.

The enclosed packet contains information on the various Academies as well as several forms that must be completed and returned to our office by October 15. Interviews will be scheduled immediately following the October 15 deadline for those with complete files.

Thank you again for your interest and the best of luck with your future endeavors.

Sincerely,

A handwritten signature in blue ink that reads "Norm Coleman" with a long, sweeping horizontal line extending to the right.

Norm Coleman  
United States Senate

## **APPLICATION FOR NOMINATION TO MILITARY ACADEMIES**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_

\_\_\_\_\_ City County Zip Code

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Temporary Address:

\* If you have a temporary address at school or in the military, please inform me of that address in the space below.

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

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Name of Parents or Guardians:

Name: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Name of School: \_\_\_\_\_ City: \_\_\_\_\_

Class Size: \_\_\_\_\_ Class Rank: \_\_\_\_\_ Grade Point Average: \_\_\_\_\_

ACT Scores: Math \_\_\_\_\_ English \_\_\_\_\_

College Attended (if applicable) \_\_\_\_\_

Military Service (if applicable) \_\_\_\_\_

Academy of Choice

\* Please rank your selections 1-4. (1 = first choice)

\_\_\_\_ Air Force \_\_\_\_ Merchant Marine \_\_\_\_ Navy \_\_\_\_ Army (West Point)

# For Your Information

Norm Coleman  
United States Senator  
Minnesota



## Service Academy Nominations

The following information is intended to assist you in completing the Application for Nomination to U.S. service academies from United States Senator Norm Coleman. Please review the following information carefully to ensure that your file is completed properly and on time.

**U.S. Naval Academy**  
**Annapolis, Maryland**  
**(410) 293-4361**  
**[www.nadn.navy.mil](http://www.nadn.navy.mil)**

**Department of Transportation**  
**U.S. Merchant Marine Academy**  
**Kings Point, New York**  
**(800) 732-6267**  
**[www.usmma.edu](http://www.usmma.edu)**

The regulations of the Air Force, Army and Naval Academies require that a nominee reside in the state of the nominating Senator. If you should move out of the state during the application process, you should notify this office immediately so your file can be transferred to the proper Congressional office.

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<b>1</b>	Application for admission to the U.S. Coast Guard Academy is by application directly to the Coast Guard Academy in New London, Connecticut. Call (800) 883-USCG for more information.
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### Eligibility

The law pertaining to Congressional nominations for each of the service academies stipulates that each Member of Congress is allowed a maximum of five persons at each academy during any given year. This allocation to the academies determines the number of vacancies for each entering class. We are authorized to nominate up to ten individuals for each vacancy in the entering class. Since the process is so competitive, we recommend that candidates apply to Congressmen, both U.S. Senators, and the Vice President. The Merchant Marine allocation system is the exception to this guideline.

Nominees to the service academies must be permanent residents of Minnesota and United States citizens. Candidates must be at least 17 years old and not past their 23<sup>rd</sup> birthday. Merchant Marine regulations allow candidates until their 25<sup>th</sup> birthday. Candidates cannot be married and must not have dependents. These stipulations have been established by the service academies.

### Academies

Senator Coleman accepts Applications for Nomination to the following service academies:

**Department of Defense**  
**U.S. Air Force Academy**  
**Colorado Springs, Colorado**  
**(719) 333-2520**  
**(800) 443-9266**  
**[www.usafa.af.mil](http://www.usafa.af.mil)**

**U.S. Military Academy**  
**West Point, New York**  
**(914) 938-4041**  
**[www.usma.edu](http://www.usma.edu)**



## Method of Nomination

Senator Coleman uses the “Competitive” form of nomination to the service academies. Using this method, the Senator submits to each academy unranked nominees for each vacancy. The academy then reviews the nominees and selects the candidates it deems most qualified.

If an applicant has a parent who is an active or retired military person, or a parent who is a disabled or deceased veteran, he/she should review the instructions in the service academy literature to learn of additional means of receiving a nomination.

## Application Process

The application process for an academy nomination is challenging. We recommend beginning the process during the spring of your junior year in high school.

After an application has been completed, it must be returned to the mailing address, as noted below.

The following materials need to be submitted, no later than October 15<sup>th</sup> of each year.

1. A completed Application for Nomination, including a recent photograph.
2. High school transcripts.
3. Three letters of recommendation, written by individuals who are very familiar with the applicant. These may be written by teachers, coaches, employers, clergy, veterans, neighbors or other non family members who could accurately comment on an applicant’s character, abilities, motivation and potential.
4. SAT and/or ACT scores. These are acceptable from the high school transcripts.

5. A typewritten essay explaining your motivation for application to a service academy. It should be no more than one page.

## Pre-Candidate Questionnaire

If you have not already done so, you should contact the admissions office at the service academies directly. Request a Pre-Candidate Questionnaire to “open a file” at each school to which you are applying. Upon completion and return of the Pre-Candidate form for each school, you will be informed of their application requirements.

## Academy Advisory Committee

Upon receipt of your entire application for nomination, it will be reviewed. If it is completed by October 15th, and you appear qualified, an interview will be scheduled when our Academy Advisory Committee meets in November. We will accept updated test scores or other new documentation at that time. You will be notified in January about the status of your nomination.

## Mailing Address

All application materials and correspondence should be sent to:

U.S. Senator Norm Coleman  
ATTN: Military Academy Nominations  
2550 University Ave. W, Suite 100N  
Saint Paul, MN 55114

## Telephone

(651) 645-0323  
Toll free: (800) 642-6041

## Conclusion

The difficulties and complexities of the service academy process are many.

Our office will make every effort to work with you and your family to explain the process and encourage you through the system.

We are very proud of all the young men and women who have been nominated or are currently appointed to each of the service academies and we wish you the best of success!

*Norm Coleman*

