

Dear :

I am pleased to inform you that you are an official candidate for the U.S. Naval Academy (USNA) Class of 20XX. This is the initial step in the candidate process that may lead to a future Offer of Appointment to USNA. The Naval Academy uses a rolling Admissions Board process; therefore, it is to your advantage to submit your documents promptly. **Your candidate number, indicated below, must be used in all correspondence, e-mail, or telephone contact with USNA.**

Once you have carefully read the enclosed "Application Guidance for the Class of 20XX" proceed online to www.usna.edu/Admissions. At this website, select the tile labeled Continue (Continue Your Previously Submitted Application) located on the right, center of the webpage where you will be required to sign into your candidate information page. Your login is:

User name: usnacandidate
Password: GoNavy21
Candidate Number: **xxxxxx**

The candidate information page should be your first stop when seeking information regarding your application status. The names of your Admissions Counselor and your Blue and Gold Officer (BGO) are located on this site, and they will assist you if you have questions or encounter difficulty during any phase of the application process. As soon as possible, contact your BGO to arrange your admissions interview. **Your application must be completed no later than XX January 20XX.**

Evaluation of your candidacy will be based upon the information provided on the application forms; therefore, carefully read the Candidate Instructions for each portion of the application. Your official transcript is the only form that must be submitted via the U.S. postal system. For high school students, it must include the first six semesters (freshman through junior year) of high school and must be submitted directly from your high school. College applicants must submit their final high school transcript as well as a fall semester transcript of the current academic year, which includes all college level courses taken. It is to your advantage to complete your record as early as possible. Completed high school candidate application records will be reviewed by our Admissions Board starting in the summer of 20XX; college records will be reviewed beginning in January 20XX.

Transcripts must have an official signature and/or school seal and may be mailed to:

Dean of Admissions
52 King George St.
Halsey Field House
Annapolis, MD 21402

All candidates must qualify from a whole-person assessment by the Admissions Board, obtain qualifying scores on the Candidate Fitness Assessment (CFA), and qualify medically. You will be notified by Concord, the contractor for the Department of Defense Medical Examination Review Board (DoDMERB) to schedule your service academy medical examination once 50% of your application is complete, which will suffice for all service academies and ROTC programs you may be considering. The CFA can be administered by a physical education instructor, commissioned military officer on active duty or a Blue and Gold Officer.

Additionally, in order to be eligible to compete for an Offer of Appointment, you must have an official nomination. It is in your best interest to seek nominations in all categories for which you are eligible. In most cases, this will include your two U.S. Senators, your Congressman, and the Vice President of the United States. Each office has its own procedures, selection criteria, and deadlines for accepting nomination requests. The House and Senate websites, www.house.gov and www.senate.gov, will enable you to identify your Members of Congress, and their individual websites will advise you on how to **contact each office directly and complete the appropriate application.** Candidates currently serving in the Armed Forces, or who are the sons or daughters of a service member on active duty, in the reserves or retired from the armed services, may also be eligible to apply for a service-related nomination. The USNA website, www.usna.edu/Admissions, describes the various types of official nominations available and provides guidance on qualifications, how to apply, and any documentation required.

All updates in the status of your application will be displayed on your candidate information page. It is very important that you refer to this page to ensure your personal information is correct and that you track the status of all documents required for your application. **Completion of your application is your responsibility.** If you decide to discontinue your candidacy, you may withdraw your application through the candidate information page.

Best wishes as you complete your application for the Class of 20XX at the Naval Academy!

Sincerely,

[REDACTED]
[REDACTED]

[REDACTED]
Director, Candidate Guidance

Application Guidance for the Class of 20XX

Explanation of Privacy Act Statement: The information required to complete the application is requested for the purpose of evaluating your qualifications for admission to the Naval Academy. Information you provide will be used to determine your eligibility and competitive standing for an appointment to the academy. Authority for requesting such information is contained in Title 10 USC, Ch 603 Sec 6958. Disclosure of the information is voluntary; however, failure to provide requested information will result in an incomplete evaluation of your qualifications, may prevent proper referral of necessary information to pertinent congressional nominating sources, and may preclude further consideration of your application.

Your Social Security number is a required item when you complete the Preliminary Application. Most of the information used to evaluate your qualifications for admission to the Naval Academy is computer-processed for recall through your Social Security number. Failure to provide the correct social security number may result in delayed or inaccurate determination of your qualifications due to confusion of your personal information with that of other candidates having the same or similar name. Your Social Security number will not be used or released except as necessary within the Department of Defense and as otherwise indicated on the Privacy Act Statement.

Submission of online forms constitutes your requisite written authorization by the party about whom the record is maintained for release to the following individuals/entities: appropriate Members of Congress (sources of nomination), other officer accession programs and parent or guardian of record. Release to any other individual or entity is only as permissible by law.

Previous Candidates: Candidates for this year's class who were unsuccessful applicants for previous classes should ensure that complete and up-to-date information is available to the Naval Academy Admissions Board. College applicants must submit a high school transcript that includes freshman through senior year as well as a college transcript that includes the fall semester of the current academic year. Additionally, college applicants shall designate new teachers for the Math and English School Official's Evaluation Forms (please refer to the directions at www.usna.edu/Admissions/Steps-for-Admission/Previous-Candidates-and-College-Candidates) All previous candidates must obtain a new nomination in order to be eligible to compete for an appointment.

You should pursue a technically-oriented curriculum with at least twelve credit hours, including calculus, chemistry with a lab, and English during the first semester. Subsequent semesters/courses should continue to include higher level mathematics such as Calculus II, chemistry and/or physics, and other technical courses. It is also highly recommended that you re-take the SAT or ACT.

Qualifying Medical Examination: Once you become an official candidate to the Naval Academy, and 50% of your application is complete, your name and address will then be sent to the Department of Defense Medical Examination Review Board (DoDMERB). You will notify by Concord (DoDMERB contractor) concerning scheduling your medical examination. If you have not been contacted by Concord within 30 days of submitting your fifth document, please contact the Admissions Medical Technician at 410-293-1817 or admissionsmedical@usna.edu.

DoDMERB will notify you in writing of the results of your medical examination, advising whether you are qualified, incomplete, or disqualified. If you are a previous year candidate that was deemed medically qualified, your qualifying medical examination is valid for two admissions' cycles.

A final point: A preliminary medical screening examination by a private physician taken by you on your initiative does not qualify you for entry, and fees for such examinations must be paid by you. You must still take the official service academy medical examination as scheduled by Concord at an authorized medical examining facility.

Notification of Appointment: To be fully qualified for an appointment, you must receive an official nomination, be found Admissions Board and medically qualified, and meet the qualifying standards for the Candidate Fitness Assessment (CFA).

Appointments are formally made by the Superintendent of the Naval Academy in the name of the President to fully qualified candidates who are in line to fill the vacancies to which candidates are nominated. Candidates with outstanding qualifications may be offered Letters of Assurance (LOAs) beginning in September. An LOA is a statement that a candidate is highly qualified scholastically and will be given a full Offer of Appointment upon satisfactory completion of all remaining requirements (including nomination, Candidate Fitness Assessment, Blue and Gold Officer interview, and medical). About 40 percent of the total Offers of Appointment will have been made by mid-January. The remaining candidates selected for appointment will normally be notified by mid-April.

If you receive an appointment, you will be asked to provide proof of U.S. Citizenship.

Entrance Examination Tests: All candidates for admission to the Naval Academy are required to take either the SAT or the ACT. Detailed information and registration forms for tests may be obtained from the following websites: SAT - www.collegeboard.com; or ACT - www.actstudent.org. The two tests are designed differently and we have observed that most candidates perform significantly better on one than the other. Additionally, students often see a considerable test score improvement on a second or third attempt at both tests. The Naval Academy Admissions Board uses the highest critical reading score for SAT or the English score for ACT and the highest math scores from all the SAT or ACT tests taken by the candidate. It is your responsibility to ensure that your scores are forwarded to the Naval Academy. **The Naval Academy code for the SAT is 5809 and the ACT is 1742.** Scores recorded on an official transcript are also accepted. **SAT and ACT tests must be completed prior to 1 Feb 20XX.**

Non-standard, untimed test scores are not accepted.

IMPORTANT PHONE NUMBERS:

Candidate Guidance Office, USNA: (410) 293-4361 Fax: (410) 293-4348

Nominations and Appointments Office, USNA: (410) 293-4392 Fax: (410) 293-1828

Department of Defense Medical Examination Review Board (DoDMERB): (719) 333-3562,

8034 Edgerton Drive, Suite 132, USAF Academy, Colorado 80840-2200

Calendar for Candidates

We recommend you complete your application in a timely manner to be competitive. **Files not complete by January XX will be closed.**

Immediately. Candidates request nominations from both U.S. Senators, Congressman, and Vice President.

Immediate - January XX. If eligible, apply for a Presidential nomination or other military and/or service connected nominations. Information to apply for these nominations can be found on-line at www.usna.edu/Admissions. Please be sure to include the proper supporting documentation as stated in the directions.

After June XX. After completion of 50% of your application, Concord (DODMERB's contractor) will send you information on scheduling your medical examinations at a designated examining center.

September XX. Letters of Assurance and Offers of Appointment are made to outstanding candidates. Offers continue into the following spring as admissions files on candidates are completed and well-qualified candidates are identified.

January XX. Deadline to apply for Vice President nominations and all service connected nominations. Information to apply for these nominations can be found on-line at www.usna.edu/Admissions.

January. The SAT and the ACT can be taken up until the end of January.

January XX. Deadline for completing the application, including the Candidate Fitness Assessment.

April XX. All candidates are notified of their final application status.

Late June or Early July. Candidates report to the Naval Academy for Induction Day

Personal Check-Off List

This checklist will help you complete the requirements for entry into the Naval Academy. Forms must be received by the academy, along with prescribed tests and examinations, before you will be considered for appointment

- SAT/ACT scores
- Candidate Personal Data Record, Academic Interest, Current Studies and Personal Statement
- Candidate Activities Record
- Candidate Academic Information
- English Teacher Evaluation of Candidate (must be a junior or senior year teacher. If you are using your senior year teacher you must have been in that teacher's class for at least 1 quarter of the academy year). If you are a previous candidates or college candidates please refer to the directions at www.usna.edu/Admissions/Steps-for-Admission.
- Math Teacher Evaluation of Candidate (must be a junior or senior year teacher. If you are using your senior year teacher you must have been in that teacher's class for at least 1 quarter of the academy year). If you are a previous candidates or college candidate please refer to the directions at www.usna.edu/Admissions/Steps-for-Admission
- Official High School Transcript
- Preparatory School/College Transcript (if applicable)
- Candidate Fitness Assessment
- Qualified Medical Examination
- Apply for all eligible nominations
- Complete Blue and Gold Officer interview

We recommend that you take Advanced Placement (AP) examinations if you complete AP courses at your school. Registration forms may be obtained from your high school guidance counselor.

Getting Physically Prepared for the Naval Academy

The mission of the United States Naval Academy is to develop midshipmen morally, mentally and **PHYSICALLY**. The Naval Academy will prepare you: morally to conduct yourself as an officer, mentally to uphold the standard of a graduate from one of the finest undergraduate institutions in the world, and physically to ensure you are prepared for the rigors of today's military. The physical development begins with plebe summer and doesn't stop until you retire from your service career. Plebe Summer places strenuous physical demands on the upper and lower body.

The most frequent injuries during Plebe Summer are to the lower extremities. These injuries are normally caused by overstress (stress fractures, shin splints, etc.). As a preventative measure we encourage the following program prepared by the Medical and Physical Education Departments at the United States Naval Academy. Times listed are the fastest each distance should be run to condition the lower extremities.

RECOMMENDED PHYSICAL TRAINING PROGRAM

1ST Week: Run 1 mile at an 8 ½ - 9 ½ minute pace, 5 days a week.

2nd Week: Run 2 miles at an 8–9 minute pace, 5 days a week.

3rd Week: Swim or ride a bicycle for 30 minutes daily. *

4th Week: Run 3 miles at an 8 minute pace, 5 days a week.

5th Week: Run 3 miles at a 7 ½ minute pace, 5 days a week.

6th Week: Swim or ride a bicycle for 45 minutes daily. *

7th Week: Run 3 miles at a 7 minute pace, 5 days a week.

8th Week: Run 3 miles at a 6 ½ minute pace, 5 days a week.

MAINTAIN THE 8TH WEEK TRAINING LEVEL

*During the 3rd and 6th week, no weight-bearing stress is placed on the lower extremities. Stronger new bone cells are constantly replacing weaker old bone cells with increased weight-bearing activities. If you develop foot or leg pain during this running program reduce the distance or change to an alternate day running plan. Persistent pain in either the foot or leg should be evaluated by a physician. Remember to use pain as a guide to determine the level of activity for each day. Never attempt to run through pain. Pain is the first signal of overstress.

Although emphasis has been placed on strengthening the lower body, abdominal and upper body strength is also required. Crunches, push-ups and pull-ups should be performed daily with the physical training program to fully prepare you for the physical activities demanded during Plebe Summer.

Stick with the program!