SECTION 1: GENERAL GUIDELINES

1. Be sure you are eligible.

To be eligible for an appointment to one of the military academies, you must be an American citizen, at least 17 and not yet 23 years old on July 1, 2014, not married, and have no legal obligation to support dependents. In order to compete for one of my nominations, you also must be a legal resident of the *Seventh Congressional District of Missouri*.

Legal residency – domicile – usually is determined by where your parents own a home, as well as by where they are registered to vote, the state in which they pay taxes, and the state in which they have a driver's license. Call my office (417-889-1800) if you are not certain of the Congressional District in which you are domiciled.

2. If your parents are divorced and live in different Congressional Districts . . .

Decide now to which Member of Congress you will apply for a nomination. Do not apply for a nomination through more than one Member. Academy admissions offices remove from consideration any applicants who are nominated by more than one Member.

3. Complete the Pre-candidate Questionnaire for the academies in which you are interested.

This step will enable you to be listed as an official applicant for the respective academies. If the academies have received your ACT or SAT score reports, and you have met or exceeded their minimum requirements, this step may make you eligible to receive an application kit and to be scheduled for a medical exam and the Physical Aptitude Exam (PAE).

4. Take the ACT and SAT early and often to maximize your scores.

Please review the catalogues and web sites for the academies in which you are interested to determine whether your standardized test scores will qualify you for consideration by their admission offices. Although I require scores from only one of these exams, I encourage you to take BOTH the ACT and SAT more than once to ensure that you receive the highest scores possible. The academies only consider the best math and verbal scores you earn (independent of test date) and will ignore lower scores. My Advisory Board will do likewise. Be sure to have score reports sent to the academies and to my office.

My reporting codes for the standardized tests are:

ACT: 7506 **SAT: 6778**

5. Begin training NOW for your Physical Aptitude Exam (PAE).

Your goal is to excel on this test, not just to pass. Minimum acceptable performance on the PAE differs between academies, so a "pass" for one may be insufficient for another. Also, admissions boards may use the score you earn as a tiebreaker between you and other similarly qualified nominees. You may want to ask the academy admissions office to schedule this test (and your medical exam) during the summer so that you won't need to miss important school activities next fall to complete this requirement.

6. Ask the Admissions Office to schedule your medical exam during the Summer.

Do this in late May or early June. By completing this and all other academy admissions requirements by early September, you may be among the outstanding applicants who are offered Letters of Assurance (a conditional offer of appointment) as early as late October.

8. Identify the three people who will write letters of recommendation for you.

These must be people who know you very well and who can give concrete examples of your character traits, leadership potential, work ethic, academic prowess and physical conditioning / athletic ability. One will be your guidance counselor or principal. The others may be coaches, instructors, employers, volunteer agency supervisors, priests, pastors, or rabbis.

8. Prepare your personal resume and detail your work and leadership experience, extra-curricular activities, and community service.

I'm looking for details regarding your duties and responsibilities.

9. Contact all nominating sources through whom you plan to seek a nomination.

Apply through all nominating sources for which you are eligible. If you have very high academic qualifications, you may be able to seek a Vice Presidential nomination in addition to nominations from your Congressman and two Senators. Sons and daughters of active or retired service members also are eligible for a Presidential nomination.

10. Get a good wallet-sized head-and-shoulders photo made.

The photo is required for your application packet to my office.

11. Complete and submit your application packet early.

My **application deadline is October 15**, but I prefer to have your complete application packet sooner if possible.

12. Academy Preferences:

List only the academies to which you will accept an appointment in your order of preference. Initially, you will be considered for a nomination to your first-choice academy. Subsequently, you may be considered the basis of your second, third, and fourth choices if openings remain in the slate of nominations. You may change your preferences prior to your interview. *You will need to apply to each academy you are interested in, in order to be considered there.*

You can apply through my office for nominations to the following:

U.S. Military Academy (West Point),
U.S. Naval Academy,
U.S. Air Force Academy
U.S. Merchant Marine Academy

The U.S. Coast Guard Academy utilizes a direct application process in a nationwide competition.

13. Be sure to devise a back-up plan.

Because the nomination and appointment process is highly competitive, not all applicants succeed on their first attempt. At the Air Force Academy, for instance, fully one-third of each matriculating class consists of second-year applicants. Therefore, having a good backup plan is essential. Such a plan would include applying for a Reserve Officer Training Corps (ROTC) scholarship and applying to a variety of quality universities.

14. Confirm receipt of items you send.

My staff will confirm with you that application items have been received in the office, if you would like to do so. Please contact my Academy Coordinator by email or phone:
Ms. Anna Barbee, **417-889-1800** or email: **anna.barbee@mail.house.gov**

15. Timeline

1 Jun. - 30 Sep.	Ideal timeframe to complete application packet requirements
15 Oct.	Deadline for arrival of application packets / contents
Nov./Dec.	Month for Academy Board Interviews
December	Month that I will announce nominations

SECTION 2: ACADEMY APPLICANT'S INSTRUCTIONS AND CHECKLIST

(To be retained by Applicant)

Please read the instructions below. DETACH this sheet from the application form and KEEP IT as a checklist to ensure you have completed ALL requirements by **15 OCTOBER 2013**.

1. Application Form. Complete all blanks and return the form to me with your photo and the supplemental pages (resume and essay) you provide as attachments.

2. Referral Forms (3). Have your high school guidance counselor or principal complete one form and attach a copy of your transcript. Pass the other two to people who know you well such as coaches, instructors, employers, volunteer agency supervisors, priests, pastors, or rabbis.

3. Transcript (based on at least six semesters) that shows your GPA, class rank, Fall 2013 courses, and ACT / SAT scores. If your school does not rank students, ask your guidance counselor to annotate this policy on the transcript. If you are now enrolled in college, include a transcript of courses completed and a list of your current courses.

3. ACT or SAT. My review board and the academies consider only the highest scores you earn, so re-takes can be to your advantage. New scores can be accepted through my application deadline date.

4. Medical Exam. A medical exam is required and will be given at no cost to you. **The academy will schedule this exam for you.** Indicate the date you completed it or the date you are scheduled to take it.

5. Physical Aptitude Exam (PAE). The PAE is required of all applicants. **The academy will schedule this evaluation for you.** Indicate the date you completed it or the date you are scheduled to take it.

Only complete applications will be considered. Send all required items directly to:

Congressman Billy Long
Attn: Anna Barbee
3232 East Ridgeview
Springfield, MO 65804

417.889.1800 (voice)
417.889.4915 (fax)