

## **SECTION 1: GENERAL GUIDELINES**

### **1. Be sure you are eligible.**

To be eligible for an appointment to one of the military academies through the Office of Senator Eric S. Schmitt, you must be an American citizen, at least 17 and not yet 23 years old on July 1, 2026, unmarried, not pregnant, and have no legal obligation to support dependents. In order to compete for one of this office's nominations, you also must be a legal resident 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 or government-issued ID.

### **2. 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 in attending to determine whether your standardized test scores will qualify you for consideration by their admission offices. Although this office requires scores from only one of these exams, we 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. Our Advisory Board will do likewise. Be sure to have your score reports sent to both the individual academies and to this office.

### **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 of 2025.

### **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. Potential letter writers could include your principal or guidance counselor, coaches, instructors, employers, volunteer agency supervisors, priests, pastors, or rabbis. **If a letter writer prefers to send our office the letter directly, they may email it to [Academy\\_Nominations@schmitt.senate.gov](mailto:Academy_Nominations@schmitt.senate.gov) or mail it to the following address:**

**Office of Senator Eric S. Schmitt  
ATTN: Academy Nominations Team  
1123 Wilkes Boulevard, Suite 320  
Columbia, MO 65201**

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

We are 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 our office. Make sure it is provided in PNG (not JPEG, GIF or HEIC) format if you cannot attach it to your application itself. **Make sure the photo is professional-looking.**

**11. Complete and submit your application packet early.**

**This office's application deadline is October 2<sup>nd</sup>, 2025**, but we prefer to have your complete application packet *sooner* if possible. *Late applications will not be accepted.*

**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 will need to apply to each individual academy you are interested in attending in order to be considered there.*

You can apply through this 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. You do not need Congressional nominations for this academy.

**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 could 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.**

Our office's staff will confirm with you that application items have been received in the office, if you would like such confirmation. If you have any questions, please contact our Service Academy Coordinator Team by writing to [Academy\\_Nominations@schmitt.senate.gov](mailto:Academy_Nominations@schmitt.senate.gov). To reach our team via telephone, you may reach out to Lisa Saylor at 771-216-1663 (for general policy questions) or Josh Seyer at 573-514-8683 (for technical questions).