

Service Academy Nomination Instructions

Please read all directions carefully. Failure to accurately submit all parts of the application will disqualify you from consideration.

- ✓ Formal candidacy can only be established upon the receipt of a completed application for nomination, which is **due to the Office by Friday, October 10, 2025**. All applications must be turned in by this date. Late applications will not be accepted.
- ✓ Applications should be turned in as **one packet with all required pieces included**. Incomplete applications will not be considered. There should be no staples on any portions of the application. The application should be held together with a paper clip or a binder clip and submitted in a file folder or manila envelope.
- ✓ It is important to note that applying to an academy and applying to your Member of Congress for a nomination are **two separate processes**. It is your responsibility to initiate a pre-candidate file at all academies to which you are seeking a nomination.

Information regarding sections of the application:

- **Photograph** – Please email an electronic headshot in .jpeg file format to GA10Noms@mail.house.gov.
- **Academic Transcript** – High school transcripts must be official and sealed. If you have already graduated high school, your official transcript is still required.
- **Standardized Test Results** – If your SAT or ACT scores are not included with your official transcripts, you may print them from the test websites and include in your application. Do NOT have an official copy sent to us directly from SAT or ACT. We do allow for super scoring.
- **Candidate Fitness Assessment** – Provide a copy of your completed CFA (you may use the included form or one obtained from the academy). If you took the CFA during Summer Seminar, please have your academy representative email a copy to GA10Noms@mail.house.gov. Instructions on how to complete the CFA may be found on each academy website.
- **Personal Recommendation Forms** – Submit three personal recommendation forms completed by counselors, principals, teachers, religious leaders, coaches, or community leaders. These forms may be accompanied by written letters of recommendation. All references should be from non-family members.



U.S. Representative Mike Collins

10th District of Georgia

Verification Checklist

Submit the following items in the order listed as **one application packet**. Applications should be held together by a paper or binder clip and should NOT contain any staples, sheet protectors, tabs, or binding. Packets may be submitted in either a file folder or manila envelope.

The Office will not accept applications with any missing materials. Incomplete applications will be returned to the candidate and not processed. **All applications must be received by Friday, October 10, 2025.** Late applications will not be accepted.

Candidates should initial beside each item to verify completion and inclusion in the packet. Additionally, email a current headshot photograph in .jpeg file format to GA10Noms@mail.house.gov.

Parents or Guardians should verify all items on the checklist are included in the packet in the order listed below then sign verifying that the packet is complete.

- ___ 1 - Completed Verification Checklist
- ___ 2 - Service Academy Nomination Application Form
- ___ 3 - Personal Statement
- ___ 4 – Student / Extracurricular Activities / Honors and Awards Sheet
- ___ 5 - Official High School Transcript – *in sealed envelope*
- ___ 6 - SAT or ACT Scores
- ___ 7 - Candidate Fitness Assessment
- ___ 8 - Three Personal Recommendation Forms – *with original signatures*

Parent/Guardian Certification: *I certify that this application packet is complete and all required items are in the proper order for submission.*

Signature: _____ Date: _____

We know that parents are excited for and proud of their children. Please keep in mind the application process is for the candidates and is an important step towards future service in the United States Armed Forces. Therefore, we prefer to communicate directly with our candidates when they have questions or concerns. We understand that our candidates are in school and other activities which may hinder their ability to call during business hours, but we will gladly respond to emails sent at any time. If an urgent situation arises, we will be glad to speak to a parent or guardian.

Send all requested information to:
The Honorable Mike Collins
2024 Service Academy Nomination Board
100 Court Street
Monroe, GA 30655



U.S. Representative Mike Collins

10th District of Georgia

Application for Nomination to the United States Armed Services Academies

I: PERSONAL INFORMATION (Please Type or Print Neatly)

Full Name: _____

Preferred Name: _____

Date of Birth: ____/____/____ Place of Birth: _____

Permanent Address: _____

City: _____ State: _____ 9 digit zip code: _____

Mailing Address: _____

City: _____ State: _____ 9 digit zip code: _____

Home Phone: _____ Student Cell Phone: _____

Email Address: _____

Parents/Guardian Names, Occupation, & Cell Numbers: _____

Are you a U.S. Citizen? Yes: ____ No: ____

Are you a resident of the 10th District of Georgia: Yes: ____ No: ____

Have you ever been charged or convicted of a felony? Yes: ____ No: ____

If yes, please explain on a separate sheet.

II: ACADEMIC INFORMATION

In addition to completing this section, you will also submit a copy of your official transcript in a sealed envelope from your school. For SAT and ACT scores, you are allowed to super score. If your SAT or ACT scores are not included with your official transcripts, you may print them from the test websites and include in your application. It is unnecessary to take both tests.

Name of High School: _____ Phone: _____

Name of Guidance Counselor: _____ Email: _____

Class Rank: ____ of ____ GPA _____ Graduation Date: _____

Name of College or Prep School: _____ GPA: _____

SAT scores: Reading/Writing _____ Math _____ Composite/Total _____

ACT scores: Math _____ Science _____ English _____ Reading _____ Composite/Total _____

III: ACADEMY PREFERENCE

Please rank in order of preference the Academies to which you wish to be considered for a nomination. Do not rank an academy unless you have a file open with that academy and are actively seeking an appointment. Competition is very keen for nominations and appointments. It is often beneficial to pursue entry to more than one academy.

_____ U.S. Military Academy (West Point)

_____ U.S. Naval Academy

_____ U.S. Merchant Marine Academy

_____ U.S. Air Force Academy

Have you requested nominations from any other elected officials? If so, which one(s)? _____

ROTC programs are offered at many schools in Georgia and across the country. These programs offer students the opportunity to train for military service while obtaining a college education. Have you applied for a ROTC Scholarship? Yes _____ No _____

IV: PERSONAL STATEMENT

Using a separate sheet of paper, please write a personal statement in 300 words or less detailing your reasons for wanting to become an officer in our country's military service and what you have done specifically to prepare yourself for this goal.

V: STUDENT EXTRACURRICULAR ACTIVITIES/HONORS AND AWARDS

Using a separate sheet of paper, please list athletic and non-athletic extracurricular activities to include leadership positions held. Please include significant honors or awards which you have received.

VI: APPLICATION AGREEMENT: Please read the following paragraph before signing the application, as your signature indicates your agreement with the following statements.

It is my sincere desire to attend a U.S. service academy, and I intend to pursue a vigorous academic course of study if appointed. I understand that attending a service academy also requires a minimum of five years of military service following graduation, and I fully commit to this responsibility. I am a U.S. Citizen or will be by July 1, 2026. I will be at least 17 years old, but not yet 23 years of age, on July 1, 2026. I am not married. I am not pregnant, nor do I have any child support obligations. I am a legal resident of the State of Georgia.

*I certify that the information I have provided in this application packet is accurate. Any changes to this information will be reported immediately. Additionally, I understand that I will not be considered for a nomination if the required documents are not complete and submitted by **October 10, 2025**.*

Signature: _____ Date: _____

Name of Applicant: _____



U.S. Representative Mike Collins

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Candidate Fitness Assessment

Take this worksheet with you when you complete your Fitness Assignment. Have the examiner fill in all the information on the form (and make sure he/she signs and dates the form). Your examiner should be your high school PE teacher or coach. If you are home-schooled you may use your PE teacher (if not your parent), your ROTC instructor (if applicable), or your military academy admissions liaison officer. **NO FAMILY MEMBER MAY ADMINISTER THIS EXAMINATION.**

- 1) Basketball Throw: record three attempts to the nearest foot.
 - a. 1st attempt (feet)_____ b. 2nd Attempt (feet)_____ c. 3rd attempt (feet)_____
- 2) Pull-Ups/Flexed Arm Hang: Men must complete the pull-ups. Women may complete EITHER the pull-ups or the flexed arm-hang.
 - a. Pull-ups (number completed) _____
 - b. Flexed Arm Hang – women only (number of seconds) _____
- 3) Shuttle Run: Record two attempts to the nearest tenth of a second
 - a. 1st attempt (seconds and tenth of seconds) _____:_____
 - b. 2nd attempt (seconds and tenth of seconds) _____:_____
- 4) Modified Sit-Ups number completed _____
- 5) Push-Ups number completed _____
- 6) One Mile Run minutes and seconds _____:_____

Examiner Information:

Name and Title: _____

Telephone Number/Type _____ - _____ - _____ home/business/cell (circle one please)

Email: _____

Remarks (any unusual circumstances): _____

Signature: _____ Date: _____



U.S. Representative Mike Collins

10th District of Georgia

Personal Recommendation Form

This form is to be completed by a teacher, school counselor, principal, religious leader, community leader, or employer who is familiar with the applicant's desire to attend a military service academy and his/her relevant qualifications.

TO THE RECOMMENDER: The academies provide a college education and training for students to become commissioned officers in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. By law, all admissions materials must be shown to a student upon request. Each student must submit three personal evaluation forms, along with a complete application packet, by **October 10, 2025**. Please keep this deadline in mind as you return this form to the applicant, along with any additional pages or letters, sealed in an envelope and signed across the flap. Please answer the *specific questions* asked on this form and use additional pages if necessary. **You are welcome to submit a recommendation letter; however, it will not be accepted as a substitute for this completed form.**

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's talents, strengths, and leadership ability.
3. How could this applicant improve in order to rise to the challenges presented by a U.S. service academy?
4. Do you believe the applicant plans to pursue military service as a career? Does he/she possess the maturity to fulfill the commitments and obligations that accompany a service academy education?
5. How does the applicant handle challenging situations and/or failures?
6. Do you know of any personal circumstances that might affect the applicant's performance at a service academy?

Please select the phrase that best applies to this applicant:

_____ THE BEST (among the best I have known)

_____ EXCELLENT (has great potential)

_____ ABOVE AVERAGE (stands out in peer group)

_____ FAIR (has many fine qualities)

Your Name (Signed): _____

Date: ____ / ____ / ____

Your Name (Printed): _____

Title: _____

Mailing Address: _____

_____ Telephone Number: (____) _____ - _____



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Your Name (Signed): _____

Date: ____ / ____ / ____

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Mailing Address: _____

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Your Name (Signed): _____

Date: ____ / ____ / ____

Your Name (Printed): _____

Title: _____

Mailing Address: _____

_____ Telephone Number: (____) ____ - ____

Service Academy Contact Information

If you haven't already done so, you should open a pre-candidate file with the service academies you desire to attend. To obtain catalogs and other specific information on the academies, contact them directly.

U.S. Military Academy

Admissions Office
606 Thayer Road
West Point, New York 10996-1797
(845) 938-4041
(800) 822-2769
www.usma.edu

U.S. Naval Academy

USNA Admissions Office
52 King George St
Annapolis, MD 21402-5018
(410) 293-1858
(888) 249-7707
www.usna.edu

U.S. Air Force Academy

Admissions Office
2304 Cadet Drive, Suite 2400
USAF Academy, CO 80840-5002
(719) 333-8808
(719) 333-8850
(800) 443-9266
www.usafa.edu

U.S. Merchant Marine Academy

Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
(516) 726-5646
(516) 726-5813
(866) 546-4778
www.usmma.edu

NOTE: Congressional nominations are no longer required for the United States Coast Guard Academy (USCGA). If you are interested in attending the Coast Guard Academy, contact the academy directly at:

U.S. Coast Guard Academy

Admissions Office
31 Mohegan Avenue
New London, CT 06320-4195
(800) 883-8724
www.uscga.edu