

## ACADEMY APPLICANT CHECKLIST

*(To be retained by Applicant)*

Please read the instructions below. This page is to act as a checklist to ensure you have completed all requirement items. Detach this sheet from the application form and keep it for your own use to ensure you have completed ALL requirements by **October 2nd, 2025**.

- Application Form. Complete all blanks and upload the completed form to OAM, ensuring that you have attached your photo to the Application. When organizing the compiled PDF for submission, your other documents, make sure you have attached them to a compiled PDF in the following order: Application, Resume, Essay, Transcript, ACT/SAT Scores, and Letters of Recommendation.
- Recommendation Letters (3). You must obtain three letters of recommendation to attach to your application file. Potential letter writers include guidance counselors, coaches, instructors, employers, volunteer agency supervisors, priests, pastors, or rabbis. If they do not wish to provide a copy of the letter to you directly, they may email it to our office at Academy\_Nominations@schmitt.senate.gov.
- Transcript (based on at least six semesters) that shows your GPA, all current and previous courses, and ACT / SAT scores. If you attended multiple high schools, include a copy of each school's transcript. If you are now enrolled in college, include a transcript of courses completed and a list of your current courses.
- ACT or SAT. This office's Review Board and the academies consider only the highest scores you achieved, therefore re-takes may be to your advantage. If you receive updated scores after the portal has closed, you may send updated scores to Academy\_Nominations@schmitt.senate.gov through October 31st, 2025. **Please note this office's ACT code is 7149 and SAT code is 0224.**
- Medical Exam. A medical exam is required. The academy will schedule this exam for you. Indicate the date you completed it or the date you are scheduled to take it. If not yet scheduled, you may write "TBD".
- 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. If not yet scheduled, you may write "TBD".

**Only complete applications will be considered.**

**APPLICATION FOR NOMINATION TO U.S. SERVICE ACADEMY**

*Complete in Adobe Acrobat.*

***Upload Photo in Below Box***

**Academy Preferences:**

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

4<sup>th</sup> Choice: \_\_\_\_\_

**Receipt Deadline: October 2nd, 2025**

Soc. Sec. #: \_\_\_\_\_

Full Name: \_\_\_\_\_  
*(Last) (First) (Middle) (Suffix) (Nickname)*

Legal Address: \_\_\_\_\_  
(Domicile) *(Number and Street Name, or Box Number)*  
\_\_\_\_\_  
*(City, State, and Zip)*

Temporary \_\_\_\_\_  
Mailing Address (if any) *(Number and Street Name, or Box Number)*  
\_\_\_\_\_  
*(City, State, and Zip)*

Telephone(s): \_\_\_\_\_ / \_\_\_\_\_

Email: \_\_\_\_\_

Birthdate: *Month* \_\_\_\_\_ *Day* \_\_\_\_\_ *Year* \_\_\_\_\_ *Current Ht / Wt* \_\_\_\_\_ / \_\_\_\_\_

High School: \_\_\_\_\_ *Grad Date (Mo/Yr):* \_\_\_\_\_

Parent/Guardian #1 Name \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian #1 Address: \_\_\_\_\_  
\_\_\_\_\_

Parent/Guardian #2 Name \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian #2 Address: \_\_\_\_\_ |

**Through what other avenues are you seeking a nomination? Select all that apply:**

Senator Josh Hawley

Your Representative in the U.S. House

Vice President of the United States

Secretary of the Army, Navy, or Air Force

(Note: Only available to those currently serving, reserves, or ROTC participants).

President of the United States

(Reserved for children of career military personnel. To qualify, the parent must a.) be on active duty and have served on active duty for eight years or b.) be retired with pay or have been granted retired or retainer pay.

**Have you ever been convicted of a felony or misdemeanor** (not including parking tickets or traffic violations for which you did not receive points, but **including** driving while impaired / driving while intoxicated or disorderly conduct charges)? Yes \_\_\_\_ No \_\_\_\_

If yes, please explain (use extra sheets if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What is your current GPA?**

**Have you requested that a pre-candidate file be initiated to all the academies for which you are interested in seeking a nomination?**

**Will you allow our office to use your name in a press release if you receive/accept an appointment?**

**If you answered 'Yes' to the above question, may we use your photo and name?**

**What is the name of your local newspaper?**

**Medical Exam:** \_\_\_\_\_ **Physical Aptitude Exam (PAE):** \_\_\_\_\_  
(Date Completed or Scheduled) (Date Completed or Scheduled)

## Documentary Requirements

**Resume:** Make sure to include the following (specify duties, responsibilities, awards, honors):

- **High School extra-curricular activities:** List athletic teams, clubs, organizations, student government, etc., in which you participated, and indicate which years you served as an officer / member in each.
- **Community / volunteer / spiritual activities:** List church groups, Scouts, etc., in which you participated, and indicate the years you served as an officer / member of each.
- **Work experience:** List self-employment or part-time jobs you hold or have held, plus length of employment, promotions, etc.
- **Outside awards / honors:** National Merit Scholar, writing / essays, DAR awards, etc.
- **Cultural experiences / travel:** that demonstrate your leadership skills. Include dates of travel.

**Essay:** Answer the question "Why should you represent Missouri at a U.S. Service Academy?" Your essay should have a maximum of 1000 words.

*I affirm that the information I have provided or attached is true and complete to the best of my knowledge. I sincerely desire to attend a U.S. Service Academy and I fully intend to vigorously pursue all graduation and commissioning requirements if appointed. I am a U.S. Citizen or will be by 1 July 2026; I will be at least 17 but not yet 23 years of age on 1 July 2026; I am unmarried, not pregnant, have no obligation to support dependents, and am a legal resident of Missouri.*

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*Written Signature of Applicant*

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*(Date)*