

Thank you for your interest in attending one of the United States Service Academies. Your desire to serve our country is admirable. The following information should answer many questions you may have on the application process for a nomination to any of the academies.

GENERAL INFORMATION

The competition for an academy nomination is extremely keen. You are advised to apply to EVERY nominating authority which your eligibility allows. Nominating authorities are defined as Wisconsin's two U.S. Senators, your U.S. Representative, the President, and the Vice-President.

Each nominating authority uses a selection process which is designed to meet its own needs and standards. The different procedures are often confusing to applicants who apply to more than one office. Last minute misunderstandings can be avoided by carefully studying and following the instructions of each office.

Each U.S. Senator and Representative may have a maximum of five cadets or midshipmen charged to them at each of the Air Force, Military (West Point), and Naval Academies at any one time. The number of vacancies at these three academies is determined by the number of cadets or midshipmen who either graduate from or leave the academies each year. Generally, each Congressional Office has only one vacancy per year for each of the Air Force, Military, and Naval Academies. I am permitted to submit a slate of up to 10 nominees for each vacancy at each of these academies.

Merchant Marine Academy appointments are based on statewide nominations from Congress. The State of Wisconsin gets four vacancies each year and all Wisconsin applicants compete for these four vacancies. The U.S. Coast Guard Academy is the only service academy which does not use the Congressional nominating procedure. Interested students should apply directly to:

Superintendent
U.S. Coast Guard Academy
New London, CT 06320
<http://www.uscga.edu>

NOMINATION PROCESS

An interested student must apply with at least one nominating authority, as well as all academies in which he or she has an interest. If you have not opened a pre-candidate file with your academy(ies) of choice, you should do so by referring to the enclosed information. If you have made this initial contact, you have taken an important first step. Additionally, the individual academies can address any concerns you may have about disqualifying medical conditions.

Certain information is required, as noted below, in order for you to be eligible for one of my nominations. Please note, **THE DEADLINE FOR ALL MATERIALS TO BE RECEIVED IN MY MADISON OFFICE IS FRIDAY, OCTOBER 21, 2011.** You are responsible for the completion of your file. Applicants whose files are incomplete will not be considered for a nomination.

Only those applicants who have a completed file and qualifying test scores will be interviewed by my Service Academy Nomination Selection Board. This board is comprised of men and women who have military backgrounds (active and retired), who are educators and who are community and business leaders. If you qualify, an interview will be scheduled for you during the months of October or November. I use the competitive nomination system which assures that every applicant has a fair chance to compete for available openings at the academies. You will be notified in January if you have received a nomination from me.

NOMINATION FILE

Your nomination file must be complete by Friday, October 21, 2011, and must include the following:

1. **Application Form**

Be thorough and complete. Careful thought should be given to your first choice of an academy. Second choices can be considered only in the event that there are not a sufficient number of qualified candidates for that particular academy. If there isn't enough room on the application form, please feel free to continue on an additional page.

2. **High School Transcript**

An official transcript of your high school records and class rank must be submitted. This transcript must show your final junior grades, grade point average, and numerical class rank. If you apply before this information is available, it is your responsibility to provide my office with this information when it is available.

3. **College Boards**

The ACT or SAT are the required entrance examinations for admission to the service academies. You are responsible for requesting that test scores be sent to the academy/academies and to my office. I accept either exam. It will be necessary for you to take the test prior to October for purposes of my office deadline. If you take an exam in September, I suggest you ask for a Rush Report to be sent directly to me (SAT) or to you (ACT) to forward immediately. You can direct the SAT test score to my office by listing my code number, 0231, on your test registration form. My ACT code is 7198. Please check with your high school guidance counselor for the ACT and SAT test dates and information on these exams. Remember, it is up to you to make sure all information is received by my office.

At this time, I do not require that applicants take the written portion of the ACT. However, the academy(ies) that you are interested in may require this. You should check with each academy for their specific requirements.

4. Three Letters of Recommendation

These letters should be written by people who know you personally and know your capabilities as well as your weaknesses. LETTERS FROM RELATIVES WILL NOT BE ACCEPTED. Please do not allow the people writing your letters of recommendation to send their letters directly to me. You must obtain all three letters and send them to my office together with your completed application.

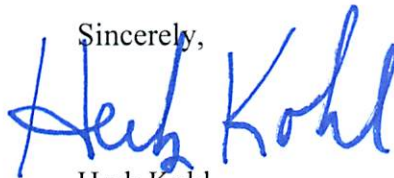
All materials MUST be sent to: **The Honorable Herb Kohl
United States Senator
14 West Mifflin Street, Suite 207
Madison, Wisconsin 53703**

Please Note: Do NOT send any application materials to my Washington, D.C. office. Mail delays due to security screening may jeopardize the timely receipt of your materials and disqualify your application from consideration.

If you have any questions, please do not hesitate to contact my U.S. Service Academy Nominations Coordinators, Joylynn Gilles at (608) 264-5338 or Joylynn_Gilles@Kohl.Senate.Gov or Ryan Knocke at (608) 264-5338 or Ryan_Knocke@Kohl.Senate.Gov. They will be happy to assist you.

Thank you for your interest in the opportunities offered by our U.S. Service Academies. I look forward to you participating in the nomination process. My very best to you and your family.

Sincerely,



Herb Kohl
U.S. Senator

HK:jfg
Enclosures

INFORMATION ON OPENING A PRECANDIDATE FILE

In order to open a precandidate file with the academy(ies) of your choice, please send the following information to the address(es) indicated below or visit the listed website to begin that academy's application process.

Name (Last, First, Middle)
Complete Address
Home Telephone Number (Include Area Code)
Date of Birth (Month, Day, Year)
Social Security Number
Name of High School
Year of High School Graduation
High School CEEB or ACT Code Number
The Year You Wish to Enter the Academy

AIR FORCE:

ADMISSIONS OFFICE
HQ USAFA/RRS
2304 CADET DRIVE, SUITE 200
USAF ACADEMY CO 80840
<http://www.academyadmissions.com>

COAST GUARD:

DIRECTOR OF ADMISSIONS
15 MOHEGAN AVENUE
US COAST GUARD ACADEMY
NEW LONDON CT 06320-4195
<http://www.uscga.edu>

MERCHANT MARINES:

UNITED STATES MERCHANT MARINE ACADEMY
ADMISSIONS OFFICE
STEAMBOAT ROAD
KINGS POINT NY 11024-1699
<http://www.usmma.edu>

MILITARY (WEST POINT):

DIRECTOR OF ADMISSIONS
UNITED STATES MILITARY ACADEMY
606 THAYER ROAD
WEST POINT NY 10996-9902
<http://www.usma.edu>

NAVAL:

DEAN OF ADMISSIONS
US NAVAL ACADEMY
117 DECATUR ROAD
ANNAPOLIS MD 21402-9977
<http://www.usna.edu>

INFORMATION ABOUT THE RESERVE OFFICER TRAINING CORPS AND OTHER OFFICER SELECTION PROGRAMS

The Armed Forces encourages Service Academy applicants to also inquire directly with the military services regarding other officer training programs available to young men and women. By applying to one or more of the various commissioning programs, in addition to the Service Academies, you will be maximizing your potential to become an officer in the United States Armed Forces. Listed below is the contact information for the individual military branches, which you may contact directly to investigate their commissioning programs.

Air Force ROTC, DET 925
1327 University Ave.
Madison, WI 53706
(608) 262-3440
www.wisc.edu/afrotc

Battalion Commander
United States Army Recruiting Battalion
310 W. Wisconsin Ave., Suite 600
Milwaukee, WI 53202
(414) 297-4585
5jbn-cdr@usarec.army.mil
www.goarmy.com

United States Coast Guard Recruiting
3953 S. 76th St.
Milwaukee, WI 53220
(414) 321-4220
www.gocoastguard.com

Officer Selection
United States Marine Corps,
Recruiting Station
310 W. Wisconsin Ave., Suite 480
(800) 878-1063
www.marineofficer.com

United States Navy Officer Recruiting
310 W. Wisconsin Ave., Suite 650
Milwaukee, WI 53203
(800) 247-0507
www.navymidwest.com

Wisconsin Army National Guard
Officer Strength Manager
2400 Wright Street
Madison WI 53707
(608) 242-3820
<http://dma.wi.gov/>

Senator Herb Kohl

Application for Nomination To U.S. Service Academies

Application Checklist

- Application (including 200 word statement)
- Official High School Transcript
- Proof of ACT and/or SAT scores (a copy of score report or scores reported on official high school transcript is acceptable)
- Letter of recommendation from non-relative
- Letter of recommendation from non-relative
- Letter of recommendation from non-relative

Send all application materials to:

U.S. Senator Herb Kohl
14 West Mifflin Street, Suite 207
Madison, WI 53703

Phone: 608-264-5338
Fax: 608-264-5473

Complete applications must be received in Senator Kohl's Madison office by October 21, 2011. Late applications will not be accepted. Applicants will be contacted by mail when their application is complete.

Qualified students with complete applications received by the deadline will be scheduled for an interview with Senator Kohl's Service Academy Nominations Selection Board in the city closest to their home. Please reserve the appropriate day for your interview based on the schedule below.

October 29, 2011	Stevens Point, WI
November 5, 2011	Milwaukee, WI
November 12, 2011	Madison, WI