

NOMINATION PACKAGE INSTRUCTIONS

1. Review the check list below, compile all the required documents in order, and put them in a folder with your name on the front.
2. Do not staple any of your paperwork.
3. Any incomplete packages will not be considered.
4. Submit by mailing or dropping off your completed packet to the District Office no later than 5:00 pm on **October 17, 2025**. You are encouraged to call and check the status of your package.
5. Initiate a candidate file with each academy in which you plan to apply. Please note that the material you supply our office is separate from what you'll be asked to supply the academies or any other congressional office.
6. Applicants whose parents are temporarily stationed at one of the military bases, but maintain legal residence in another State, should apply to the Congressional office from that district.

~CHECK LIST~

Completed	Application Documents	Details
1.	Headshot or Portrait Photo	Preferred high quality.
2.	Ninth Congressional District Application	Must be typed. No handwritten. Must mark academies with whom you have an open admission file.
3.	Resume	Use any standard resume format that best highlights your accomplishments. Do not to exceed two pages in length.
4.	500 words Personal Essay explaining why you would like to attend a Service Academy	This is your best opportunity to express your thoughts, ideas, and goals. You should fully express to Congressman Smith your reasons for attending an academy as well as what your goals would be after graduation.
5.	SAT/ACT Scores	Official score reports or printout of the scores from the ACT/SAT website
6.	High School Transcript	Must be sealed and certified. Do not have it forwarded directly from your school. Please include a copy of any college transcripts, if applicable.
7.	Progress Report of the first quarter/semester of senior year or college	A printout of your progress report can fulfill this requirement. If you have graduated high school, you will also need to provide grades/progress report from all higher education institutions attended.
8.	Three Letters of Recommendation	One of the letters must be from guidance/academic counselor or the principal. Other letters should be written by individuals who can assess your character, leadership ability, and participation in activities.

NINTH CONGRESSIONAL DISTRICT APPLICATION

FULL NAME (First, Middle, Last):

PERMANENT ADDRESS:

PHONE NUMBER: _____

EMAIL: _____

DATE OF BIRTH: _____

NAME OF PARENT(S) OR GUARDIAN(S):

PARENT/ GUARDIAN'S PHONE NUMBER: _____

PARENT/ GUARDIAN'S ADDRESS (if different from Student):

HIGH SCHOOL: _____

YEAR OF HS GRADUATION: _____

NAME OF HS COUNSELOR: _____

HS COUNSELOR'S PHONE NUMBER: _____

*Please rank in order only the academies you wish to attend and with whom you have an **open admissions file**
(1=highest, 4=lowest, N/A=no application)*

Air Force _____ Merchant Marine _____ Military _____ Naval _____

I am a citizen of the United States, or I will have attained citizenship before I enter the Academy. I am a legal resident of the State of Washington. I understand that I must submit all necessary information by its deadline to be considered for a nomination by Congressman Adam Smith.

SIGNATURE: _____ DATE: _____

ACADEMY NOMINATION INFORMATION

1. QUALIFICATIONS:

In order to be considered for a nomination, a candidate must:

- Reside in the 9th Congressional District of Washington State
- Must be between the ages of 17 and 23 years old
- Be a United States citizen
- Be unmarried, not pregnant, and have not incurred obligations of parenthood
- Preferred minimum SAT scores of 500 verbal and 550 math, or ACT scores of 25 English and 28 Math
- Preferred GPA of 3.7 on a 4.0 scale, ranking in the upper 20% of their class
- Notable participation and performance in extracurricular activities, including an emphasis on leadership
- Excellent health (medical fitness) and physical aptitude

2. SAT/ACT SCORES

Aside from your grades, your performance on the SAT or ACT is crucial to an academy's selection decision. The academies receive too many applications to judge each one on an entirely subjective basis. Most of what is known comes from your high school grades and standardized test scores. Once your file has been assessed, it will be assigned a scaled score. Only if your scaled score is high enough will the other aspects of your resume be a factor in the admissions decision.

You should register for these tests early in your junior year. This will give you time to re-take the tests if you feel that your initial scores do not reflect your true potential. Information regarding testing dates may be obtained through your high school counselor. The Military, Air Force, and Naval Academies will consider your highest verbal and math scores if you re-take the test, but the Merchant Marine Academy will average your scores.

3. MEDICAL EXAMINATION AND PHYSICAL APTITUDE

Medical requirements vary from academy to academy. All candidates must take a Qualifying Medical Exam, please contact the academies directly if you have any questions about your eligibility. The Department of Defense Medical Examination Review Board (DoDMERB) will schedule the exam and evaluate the results once an admission file has been opened. It is important to schedule your exam as early as possible to allow time to resolve any potential medical issues. There is no cost to you for the exam.

All academies require applicants to pass a Candidate Fitness Assessment (CFA). The purpose of this test is to evaluate your coordination, strength, speed, agility, and physical endurance. You will receive information from the academy as to how the CFA must be conducted and it will be your responsibility to ensure the results are sent to the academy. It is very important that each applicant maintain a vigorous exercise program in preparation for attending the academies. **It is highly recommended that you have all your medical requirements and CFA completed before your interview.**

4. INTERVIEW

Congressman Smith requires an interview prior to nominations. Interviews are conducted in December. You will be informed by email of the dates and times to choose from for your

interview. If you have problems with your interview date, please address them directly to the Academy Coordinator.

5. NOMINATION AND APPOINTMENT DATES

Congressman Smith will submit his nominations to the academies in January. A congressional nomination is not a guarantee of admission. The final decision to appoint will be made by the academy itself following the final review of your medical and academic qualifications by the Academy Admissions Board. The academies will notify the applicants of an offer of appointment between January and mid-June.

All questions, concerns, and requests for assistance must be addressed to the district office. Contact information is as follows:

Congressman Adam Smith
ATTN: Military Academy Nominations
6811 S. 204th Street, Suite 360
Kent, WA 98032
(425) 793-5180

U.S. SERVICE ACADEMY ADMISSIONS OFFICES

United States Air Force Academy

HQ USAFA/RRS
2304 Cadet Drive, Suite 200
USAF Academy, CO 80840-5025
(800) 443-9266
<http://www.usafa.af.mil>

United States Coast Guard Academy
15 Mohegan Avenue
New London, CT 06320-4195
(800) 883-USCG (883-8724)
<http://www.cga.edu>

United States Merchant Marine Academy
300 Steamboat Road
Kings Point, NY 11024-1699
(800) 732-6267
<http://www.usmma.edu>

United States Military Academy (West Point)
Director of Admissions
United States Military Academy
600 Thayer Road
West Point, NY 10996-9902
(914) 938-4041
<http://www.usma.edu>

United States Naval Academy
Dean of Admissions
United States Naval Academy
117 Decatur Road
Annapolis, MD 21402-5017
(800) 638-9156
<http://www.nadn.navy.mil>