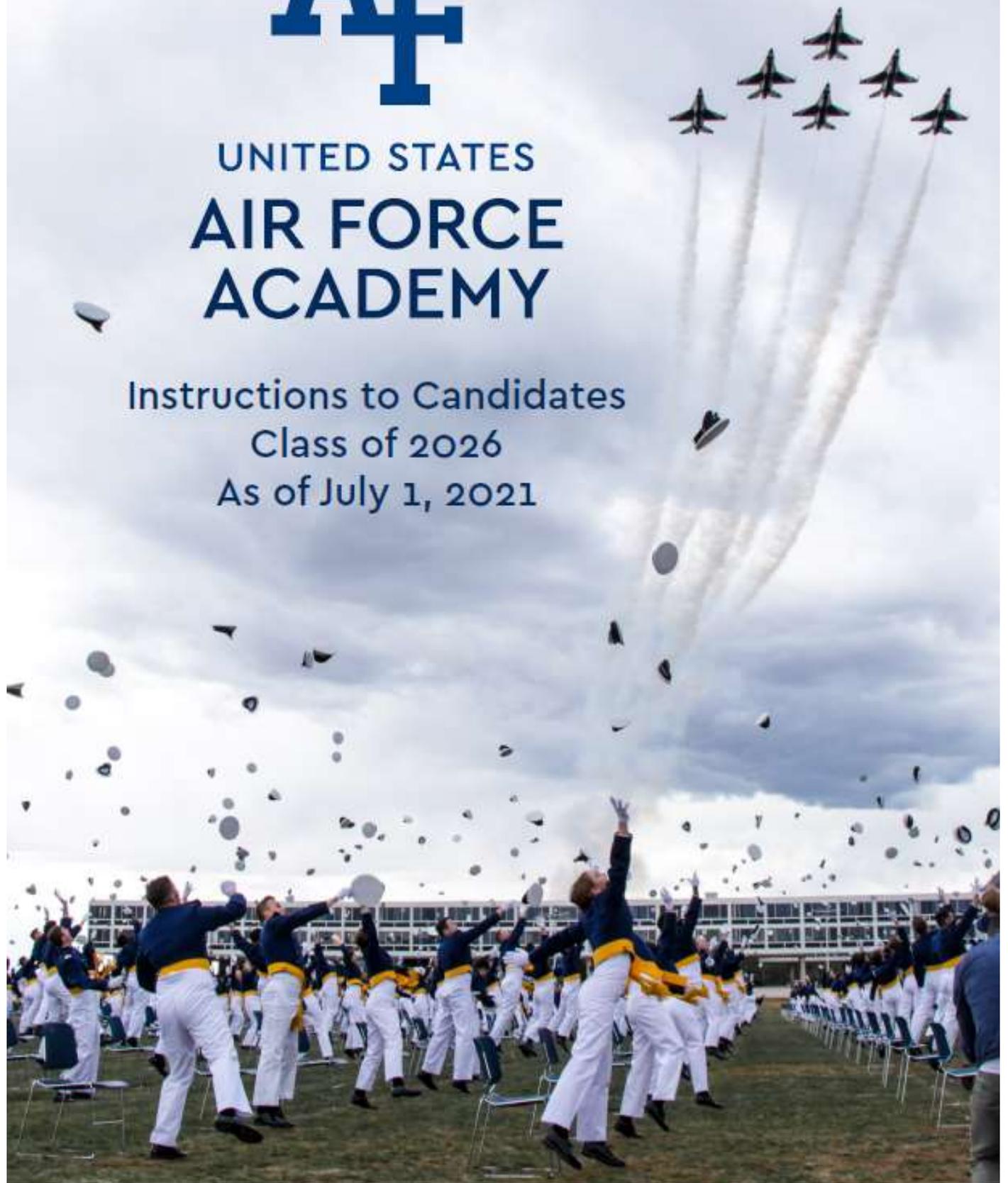




UNITED STATES  
**AIR FORCE**  
**ACADEMY**

Instructions to Candidates  
Class of 2026  
As of July 1, 2021





DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS UNITED STATES AIR FORCE ACADEMY  
DIRECTORATE OF ADMISSIONS  
USAF ACADEMY, COLORADO

Dear Candidate,

Congratulations on becoming a candidate for admission to the United States Air Force Academy (USAFA). This booklet will help you complete our admissions forms. Please read it carefully and keep it for reference. You must complete all requirements outlined in this booklet. While you must complete your application by the prescribed deadlines. The earlier you complete your candidate kit, the sooner you can be considered for an appointment. As a guide, we encourage you to complete this package by early October if you started in July or within 30 days if you started later, to be considered for an early offer of appointment (prior to March). By completing the application early, you will receive timely feedback on what is necessary to make your application more competitive for an appointment.

The medical examination may have a particularly long lead time and requires a significant expenditure of government resources. Once you have demonstrated your interest in pursuing an appointment by completing your candidate kit (see Pages 12-13), your name will be forwarded to the Department of Defense Medical Examination Review Board (DODMERB). After your name is forwarded to DODMERB, you will receive instructions on scheduling your medical examination. The medical examination process normally takes 3+ weeks if there are no complications. However, the entire exam process can take up to four months to complete if retests or waivers are required. Contact DODMERB if you do not receive the results of your medical exam within 45 days after completing the examination. Please note, the longer you delay in completing your forms the less time you will have to become medically qualified. Also, be aware Admissions will not normally offer an appointment until your medical status is determined. Once your candidate kit is complete you will also be scheduled for your Admissions Liaison Officer (ALO) evaluation. Completing the candidate kit is a critical step in the application process.

Do not forget that you must apply for a nomination from a Member of Congress or other legal authority (see Pages 25-28). You are highly encouraged to contact both of your United States Senators, your representative in the United States House of Representatives, and the Vice President for nominations. Some of you may be eligible for Military Affiliated nominations due to your parents' military career status in the Armed Forces, your participation in a ROTC program, or your own service in the Air Force. **You should apply to every nomination source for which you are eligible.**

If you need assistance with any part of your application, please contact your Admissions Counseling Team; the phone number and email address can be found on your portal. I wish you every success in joining the Class of 2026.

Sincerely

A handwritten signature in black ink, appearing to read "Phillip D. Prosseda", is written over a faint circular stamp.

PHILLIP D. PROSSEDA, GS-13, DAF

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THE FOLLOWING FORMS ARE SUBJECT TO THE PRIVACY ACT OF 1974 CURRENT PRIVACY ACT STATEMENT – AUTHORITY: 10 USC 9331, 10 USC 9346 and EO 9397. SORN: F036 USAFAK.

**PRINCIPAL PURPOSE:** Used by Admissions Office, Admissions Committees, Academy Board, Athletic Department, and Preparatory School personnel for selection of cadets to attend the Preparatory School and the USAF Academy; to evaluate candidates for recommendation for civilian preparatory school scholarships, and to form the nucleus of the cadet record for candidates selected to attend the Academy. Also used by Air Force Reserve Officer Training Corps (AFROTC) for possible scholarship participation.

**ROUTINE USE:** Information provided on forms will be reviewed by Admissions Committees in their holistic review. **DISCLOSURE IS VOLUNTARY:** Failure to provide information may prevent full consideration by the committees.

The public burden for this collection of information will vary depending on individual circumstances. The estimated average reporting burden per response including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information for the various forms is:

## Public Reporting Burden

Application – 2 Hours

We welcome comments on forms. Send comments regarding these public burden estimates or suggestions for improving these forms to the Department of Defense, Washington Headquarters Services, Executive Services Directorate, Information Management Division, 4800 Mark Center Drive, East Tower, Suite 02G09, Alexandria, VA 22350-3100.

## Admissions Timetable

<b>March 15 - December 31</b>	Interested individuals enter the admissions process by completing an online Pre-candidate Questionnaire.
<b>July 1 - December 31</b>	Pre-candidates who meet basic screening criteria are entered into the Candidate Phase. Once entered into the Candidate Phase, you will have access to your on-line candidate kit. Those who have not met basic screening criteria will receive correspondence from USAFA Admissions.
<b>July - January</b>	Complete all items of your candidate kit and your name will be forwarded to DODMERB (see Page 12). Take your medical exam as soon as possible after receiving instructions from DODMERB. If you haven't received information on scheduling your exam within two weeks of completing your items, call DODMERB at 1-800-841-2706. Admissions will not normally offer an appointment until your medical status is determined. You will also be scheduled for an ALO evaluation once your candidate kit is complete.
<b>July 1 - January 31</b>	Concurrently with the application process, contact your Members of Congress for specific deadlines. Members of Congress make nominations. Time is of the essence because some close out their nomination applications as early as September. Apply in all categories for which you are eligible.
<b>November 1 - January 31</b>	<b>Rolling Deadlines</b> - Your specific deadline to complete your file is posted on your portal. You must complete the required items by the deadline posted.
<b>December 31</b>	Deadline for Airmen to complete Pre-candidate Questionnaire. Deadline for current Falcon Scholars to complete candidate kit.
<b>January 31</b>	Deadline for nomination requests sent to the Vice President. Deadline for Military Affiliated nomination requests (send request to the Academy).
<b>January 15</b>	Deadline for Airmen to complete the Candidate kit.
<b>January 31</b>	Deadline for Airmen to submit the Air Force Form 1786.
<b>January</b>	College Admissions Tests (ACT and SAT) must be taken by this time for the results to arrive to our office before our regular selection process in late February/early March. Tests taken in February may not reach our office in time for regular selections.
<b>February - March</b>	<b>Regular Selections</b> - Appointments are made by reviewing candidates in each nominating category. Majority of offer letters are sent in late March to candidates selected for appointment.
<b>April - May</b>	Selections for future USAFA Preparatory School attendees and Falcon Foundation Scholars.
<b>April - May</b>	Current USAFA Preparatory School/Falcon Foundation Scholars attendees are considered for appointment to the Air Force Academy and some additional appointments will be made during this time frame.
<b>April 15</b>	Deadline to accept USAFA and USAFA Preparatory School appointments. Deadline to accept Falcon Foundation Scholarships.
<b>By April 21</b>	Letters sent to candidates who have not been selected for appointment. Candidates who completed the full application will be informed of their admissions status by this date.
<b>June</b>	USAFA class enters.
<b>July</b>	USAFA Preparatory School class enters.
<b>August - September</b>	Falcon Foundation Scholars enter their respective civilian Preparatory School.

# Candidate Checklist

## General Information

- **Please read this booklet carefully and keep it for reference.**
- **Check your Admissions portal at least once a week.** Important updates and information will be posted to your Admissions Portal. Please continue to check your portal, even if your application is complete.
- If you have not already applied for a nomination, refer to page 25 of this booklet for information about applying. You should request a nomination in each of the categories for which you are eligible. Information is also available on the Admissions homepage at <https://www.academyadmissions.com/apply/nomination/>
- Take the **SAT** and/or the **ACT** immediately and have your results sent to USAFA. We cannot accept SAT/ACT scores older than five years. We only accept official scores from the respective testing agencies. USAFA utilizes super scoring (the highest section scores of the SAT or ACT are considered). Test scores must be achieved under national testing conditions on a national testing date. **We do not accept nonstandard (untimed/extended time) scores, special accommodations, or project test scores. We will accept state required ACT or SAT tests administered under standard test conditions. If you take the ACT or the SAT we strongly encourage you to take the optional writing test. Your scores must be sent to us directly from the ACT or SAT.**
- Prepare now for the USAFA **Candidate Fitness Assessment (CFA)** (Page 15).
- You can view information/videos, etc. online at [www.academyadmissions.com](http://www.academyadmissions.com).
- **Keep in touch with your USAFA Admissions Counseling Team and Mentor Admissions Liaison Officer (ALO)** to ensure your file is complete and current. You are **required** to make contact with your Mentor ALO at least once during the application process. It is highly recommended that you make contact prior to your ALO Evaluation, as your Mentor ALO can help you prepare for this component of the application. Contact information can be found on your USAFA Portal.

## Items to be completed as part of the Candidate Kit:

- Enter the names and contact information for your English, Math, and other instructors for the **School Officials' Evaluations**. Regular/Reserve/National Guard Airmen have three evaluations to be completed by military personnel (Pages 8-9). Your evaluators will automatically be sent an email on 1 August with instructions for completing the necessary forms.
- Complete the **Extracurricular Activities and Resume** (Page 9).
- Complete the **Conduct Questionnaire** (Page 10).

- Complete and submit the **Drug and Alcohol Abuse Questionnaire**. Regular/Reserve/National Guard Airmen must submit a copy of their enlistment AF Form 2030, Drug and Alcohol Abuse Certificate (Pages 10-11).
- Complete and submit the **Personal Essays** (Page 11).
- Enter name and contact information for the CFA administrator. Practice your **Candidate Fitness Assessment (CFA)** (Page 15).

**The following items MUST be submitted within two weeks after the deadline posted on your portal or your file will be closed. Please follow-up with the school officials to ensure that the documents are submitted prior to your deadline.**

- Ensure your high school counselor has completed the **Request for Secondary School Transcript**. Also ensure we have received an **official transcript, school profile, and senior class schedule** (Pages 7-8).
- Request **official copies of your preparatory school and college transcripts** (if applicable) be sent by your school to us. Grade reports are unofficial and are not normally used. If you are enrolled in college or preparatory school in the fall of 2021, your official fall semester transcript must reach us by January 15 (Page 8).
- Ensure your English, Math, and Other Instructors (or Military Evaluators) have each completed and submitted the **School Official's Evaluation of Candidate** (Page 8).
- Ensure most current ACT and/or SAT test scores in your file are official.

## **Admissions Requirements**

**General Information:** The majority of your forms will be completed online through your application portal. You can access this portal at <https://usafa.force.com/onlineapplication>. Most (but not all) of our official communication will occur through your application portal. If there are significant changes to your application you will receive an email from [admissionscrmadmin@afacademy.af.edu](mailto:admissionscrmadmin@afacademy.af.edu). This email will direct you to the application portal to see the message and complete updates as necessary. **You must ensure your email address is current and communication from our address does not go to your junk/spam folder. You should access your application portal on a weekly basis to check your status regardless of whether you receive an email notification from our office.**

It is your responsibility to make sure we receive all forms and related documentation. If your grades or test scores change, send us official (signature and/or seal by school official) updates immediately. By checking your record, you can ensure your application portal is up to date or you can contact your admissions counseling team. **All items within your candidate kit must be completed/received by the deadline posted on your portal. All other items (transcript, school profile, senior year schedule, teacher evaluations) must be received within two weeks after your deadline or your file will be closed.**

**If you need to mail/fax information to USAFA Admissions, use the following mailing address or fax number:**

**HQ USAFA/RRS  
2304 Cadet Drive, Suite 2300  
USAF Academy, CO 80840-5025  
Fax: (719) 333-4200/3012**

**Rolling Deadlines:** Applicants will be promoted to candidate status in the order they applied and most deadlines to complete the candidate kit will occur from November 1 to January 31. Your specific deadline is posted on your portal. **Please be aware of your deadline - failure to complete the required items by this date will close your application.** We will send periodic reminders to you when you are two months, one month, two weeks, and one week from the deadline.

### **Active Duty Airmen and Guardians, Air National Guard, and Reserve Airmen**

Airmen and Guardians should refer to AFMAN 36-2032 for additional requirements to apply to USAFA via the Leaders Encouraging Airmen Development (LEAD) program located at <https://www.academyadmissions.com/prepare/enlisted/>. You will be prompted to log-in to myPers to download the Personnel Services Delivery Memorandum (PSDM) that can assist during the application process.

### **Enlisted Personnel Applying from Other Services (Active Duty, National Guard, Reserve)**

Enlisted personnel from other services may apply to USAFA. However, they are not eligible for a nomination under the LEAD program and must secure a nomination like any civilian candidate. Additionally, the enlisted member must receive a positive recommendation from their unit commander and secure approval for release from their service. If appointed, a DD Form 368, Request for Conditional Release, must be completed by the individual's unit commander (See AFMAN 36-2032, paragraph 8.4.4.). Inability to secure a release from their service prior to June 1 of the year of in-processing, incomplete or incorrect documentation of release, or the inability to report to USAFA in-processing by the stated date (typically the end of June) will result in cancellation of the appointment.

Enlisted members from other services seeking a commission through a service academy must first consult their service's policies and programs. The Army, Navy, and Coast Guard may have restrictions and limitations on applying to USAFA. The Army and Navy also have programs similar to the Air Force LEAD program that are designed to access enlisted members into the United States Military Academy and United States Naval Academy. These programs may be more appropriate for enlisted members from other services.

### **Discharged Enlisted Personnel**

Enlisted members discharged from any service are eligible to apply provided they meet basic eligibility guidelines, received an honorable discharge, and there are no restrictions on reenlistment. A DD Form 214, Certificate of Release or Discharge from Active Duty, is required to establish proof of honorable discharge and eligibility. Other service documents may be required and commanders may be contacted during the application process.

## **A. Admissions Documents**

**1. Request for Secondary School Transcripts:** This form is used to request your high school transcript and evaluate your high school record. An email will be automatically sent from your portal to your counselor or school official on August 1. **Your counselor will be able to upload your transcript along with your high school profile and your senior class schedule. If your school does not have a profile your counselor must complete the entire form. We will not process your transcript without a school profile AND senior year schedule (including Spring coursework). If you have already graduated, your senior schedule is included on your transcript. Admissions must receive a school profile from each school you have attended. If you have attended the same school during your sophomore, junior and senior years, we will only need a HS profile from the current school. If you are new to your current school for your senior year you must ensure we receive a profile from the other school. If you attended a new school every**

**year, we will need a profile from each school attended. We will recalculate your GPA on a 4.0 scale.** We may adjust your academic record if a large percentage of your class enters college, if you take an unusually rigorous college preparatory curriculum, or take honors and Advanced Placement courses that were not given extra weight toward your class rank. You must also have a **new official** transcript sent to us when you graduate.

***NOTE: Transcripts may NOT be sent through fax. Official transcripts may only be received through postal mail, an electronic transcript service, directly uploaded to your portal by your school counselor or school official, or emailed from your school official to the following email addresses:***

***USAFA\_RRS.ORGMAIL@usafa.edu***

***Team\_Blue@usafa.edu***

***Team\_Silver@usafa.edu***

**a. Homeschooled students** must also provide a transcript with grades. In addition, homeschooled students **must** submit the type of curriculum used and a brief description of all courses. This will take the place of the profile for homeschooled students. A college transcript must be submitted for **all** college courses, regardless of dual enrollment, dual credit or concurrent enrollment status.

**b. Request for College and Preparatory School Transcripts:** In addition to sending us your high school transcript, **you must also submit** an official transcript from each college and/or post high school preparatory school you have attended, whether or not credit was earned. This applies to Airmen and part-time college students as well. If you are enrolled in college or preparatory school for the fall of 2021, your official fall semester transcript must reach us by January 15. Please send your spring schedule as it becomes finalized. College transcripts will be evaluated, along with your high school performance. College transcripts that contain only dual enrollment, dual credit, or concurrent enrollment courses are not required. If you have taken college courses **unrelated** to dual enrollment, dual credit or concurrent enrollment courses, please submit those transcripts. A strong post-high school record can offset a weaker high school record provided you are considered a full-time student by your college. A rigorous college course schedule could include college algebra or calculus, chemistry with lab, physics, western civilization (or other history class), freshman composition, and ROTC if available. Airmen are not expected to be attending college full-time but should take one or more of the above classes and do well.

**2. School Official's Evaluation of Candidate:** Three evaluations are used to provide insight into your academic preparation and character. The first two **MUST** be from your 11th or 12th grade Math and English instructors. However, if you are in college and you have or are taking a college Math or English course, we recommend these professors complete the respective evaluations. The "Other" evaluation can be from one of the following individuals in order of priority:

- a.** Air Force ROTC Detachment Commander or other ROTC Commander if you are enrolled or were enrolled in a ROTC program while in college.
- b.** Junior ROTC Instructor – if enrolled during your junior or senior year in high school.
- c.** High school counselor.
- d.** High school principal, assistant principal, or dean of students.
- e.** High school chemistry or physics teacher if you took these courses in your junior or senior year or your professor if enrolled in college.

f. Other high school teacher/official that taught you in your junior or senior year who can evaluate your academic potential, character, and leadership (other college professor if enrolled in college).

**g. Airmen and Guardian Evaluations:** Active Duty Airmen and Guardians, Reserve and Air National Guard Airmen have three required military evaluations instead of the School Officials' Evaluations. Airmen must have their squadron commander complete one evaluation. The second evaluation must be completed by their First Sergeant or immediate supervisor, and the last evaluation must be from a current Active Duty, Reserve, or Air National Guard officer. You are required to provide the names of your commander, First Sergeant or supervisor, and the Active Duty, Reserve, or Air National Guard officer in your candidate kit.

**h. Homeschool Students:** All homeschool students have three required evaluations. If you do not have traditional teachers for the subject areas requested for the School Officials' Evaluations, you may submit evaluations from individuals in your community who know you well. Evaluations may NOT be written by family members.

**NOTE:** *You must provide the names of individuals you have selected to do your evaluations in your candidate kit. An email for each evaluator is automatically sent to them.*

**3. Letters of Recommendation (Optional):** Letters of recommendation are not required. However, we **strongly** encourage you to submit up to **two** letters of recommendation from individuals who know you well and can speak about your character, integrity, leadership abilities, and experience. These letters are in addition to the required School Officials' Evaluations of Candidate and must be from different individuals (no family members). These will need to be submitted as soon as possible, but before your candidate kit is complete and transferred to the review panel. If you intend to submit letters of recommendation, you must provide the names of your recommenders when completing your candidate kit. An email for each recommender is automatically sent to them. You will be notified after the Admissions office receives and processes the Letter of Recommendation.

**4. Extracurricular Activities Information and Resume:** You may add up to **ten (10)** activities for high school and college extracurricular participation. Please be sure to include athletics, honors/awards, leadership roles, work and volunteer information. Be sure to explain your level of involvement and role within these activities by completing the "further information" section. Your resume will be one of the first items reviewed by our selection committee. **Be sure to include anticipated 12th grade activities and ensure this section is complete. Once submitted, you will not be able to make changes to your activities or resume.** Please use the Resume area to identify the impact you had in the leadership positions, activities, athletics, or work experiences. Please tell us if your school does not offer varsity athletics. Also, let us know if frequent moves, distance from school, or other factors have hindered your participation in activities. This may be captured in the third personal essay.

**a. College Students and Airmen:** Ensure your resume includes both high school activities and what you have done since high school. Be sure to include any post-high school activities, leadership experience, and any awards or honors. If you have routinely participated in an activity and it hasn't started for this year, please be sure to include it in the extracurricular activity section as it is an anticipated activity. Also, let us know if frequent moves, distance from school, or other factors have hindered your participation in any activities. **All activities are subject to verification.**

**b. Athletic Activities:** Identify all events that were sanctioned by regional, state, or national sports organizations. This includes high school, college and club athletics. You may identify regional and/or state rankings for individual and team sports. Please identify your best times for timed events in the "recognition" portion on your resume.

**c. Activities:** Identify any involvement in school and community sponsored activities and student led organizations. Mark appropriate class year and level of participation. If you are a member and an officer in the activity, please be sure to identify both levels of involvement within your extracurricular activity information.

**d. Honors and recognition awards:** Identify any awards, noted accomplishments, and extracurricular achievements that you have achieved. Please be sure to identify the reason you received the award.

**e. Work and volunteer:** We count **farm and family business** as well as all other types of work as long as you are employed on school days during the school year. Identify the hours you participated in work and the appropriate class year. **If you did NOT work the entire school year, only mark the appropriate hours you averaged per week.** Use standard rounding procedures for deciding which category of hours to mark. Identify any summer positions that you held.

**f. Licenses:** Identify any progress toward or completion of specialized licenses in this section. **All licenses are subject to verification.**

**g. Skills, Hobbies, and Interests:** Take this time to identify anything not previously entered on the extracurricular activities information or on your resume. These can be any hobbies or unique interests that may be directly or indirectly related to your intended program of study.

**5. Conduct Questionnaire:** The information provided in this form helps in the holistic review of your file. For the arrest and/or citation record, be sure to include all incidents, including traffic violations, giving **complete** details (date, location, charge, if traffic ticket include actual speeding limit and speed you were going, monetary amount of fine, points assessed, community service, required classes, etc.). **Please provide a detailed explanation in your own words of each incident.** You may submit a copy of official court/police documents in addition to your statement by sending it to your USAFA Admissions Counseling Team. Your application will not be evaluated unless a complete and detailed description of each incident is provided. Include any cases in which the record may have been expunged or sealed, including juvenile records. If you are appointed, any probation, deferred sentencing, or community service hours must be completed prior to in-processing. **Failure to report any such incidents may be grounds for withdrawal of your appointment or subsequent dismissal from USAFA. If you are appointed and subsequently involved in an incident you must report it to the Admissions Office immediately. If selected as a cadet, a complete background investigation will be accomplished for purposes of granting a security clearance.**

#### **6. Drug and Alcohol Abuse Questionnaire:**

***NOTE: To receive access to this form you must read and acknowledge a number of statements in addition to viewing the instructional video.***

**a.** Once you have viewed and acknowledged the video and statements you will have access to the form. Please read the “Definition of Terms” carefully and complete the drug and alcohol abuse certificate. Carefully read all items of the “Certification at the Time of Application” and “Statements of Understanding.” Ensure you understand ALL ITEMS before you mark the appropriate blocks. **You MUST ANSWER ALL APPLICABLE BOXES.**

***NOTE 1: Candidates MUST complete the Drug and Alcohol Abuse Questionnaire alone, in private, and without parental/guardian assistance or viewing. Parents/guardians MUST NOT complete the questionnaire for candidates, nor view the screen while the candidate completes the form, nor be present in the room while the form is completed. This is private and contains sensitive information which will only be viewed by the candidate and authorized Air Force personnel. Noncompliance***

*with this directive may result in immediate disqualification, removal from consideration, or dismissal from USAFA with monetary repercussions.*

*NOTE 2: Any abuse of drugs or alcohol after you submit the questionnaire and before USAFA in-processing day may cause us to withdraw your appointment. If you are appointed and subsequently are involved in an incident you must report it to the Admissions Office immediately.*

*NOTE 3: You must be truthful. Past use of marijuana is not necessarily disqualifying. However, discovery of past use that is not reported after completing this form and being in-processed to the Academy can result in denial of a security clearance, dismissal from the Academy, and/or recoument for your Academy education.*

**b. Certification at Time of Entry:** If you receive an appointment, you will be required to certify the AF Form 2030, Drug and Alcohol Abuse Certificate, with your full legal signature and witness statement upon entry into USAFA and reconfirm what you verified on your original submission is still correct.

**c. AIRMEN and GUARDIANS ONLY:** You must provide a copy of your Air Force Form 2030 that you filled out upon enlisting. This form can be found in your Personnel Records Display Application (PRDA). This form is uploaded during your Candidate Kit.

**7. Personal Essays:** The USAF Academy selection panel uses the “whole person” concept in our admissions process. In order to better understand your background and aptitude for commissioned service, you are asked to complete the personal essays. Your responses should reflect the unique aspects and experiences of your life. Please provide responses reflecting who you are, using specific concrete details and also clearly demonstrates your critical thinking, organizational, and grammatical abilities. You must answer questions 1 and 2. Question 3 is optional. Responses may be a maximum of 3,000 characters. Once the personal essays are submitted, you will not be allowed to make changes.

## **B. Evaluation**

Once you have completed and submitted your candidate kit, your assigned Evaluator ALO will contact you within two weeks to coordinate and schedule your evaluation. Please note, the Mentor ALO and the Evaluator will be different individuals. The name and contact information for your Evaluator can be found at the top of your USAFA portal home page.

*NOTE: Until you complete all required items, this field will remain blank.*

Your evaluation will be conducted remotely using a virtual platform, or as a last resort by telephone. Anticipate the evaluation to last 1.5 to 2 hours. Treat this evaluation as a job interview as this is an important piece of our holistic review. For the evaluation, candidates are required to find an environment where they have privacy and will not be interrupted. No parent(s), guardian(s), or any other third party will be allowed in room/location or within earshot during the evaluation interview. Public areas, such as a coffee shop or library, are acceptable if a low noise/interruption-free location can be found for this virtual meeting.

*NOTE: Expect that your Evaluator will not reside in your geographic area. You are encouraged to contact your Evaluator ALO to schedule your evaluation once you have completed your candidate kit. If you have completed all required forms and have not been contacted by your Evaluator within two weeks, contact your Admissions Counseling Team for assistance.*

## **C. College Admission Tests**

The ACT or SAT test is **required** for admission. If you have not taken either of these tests, you should take the ACT and/or the SAT as soon as possible. Ensure USAFA is one of your school choices to automatically receive your scores. As a pre-candidate you were able to submit an additional score submission, if your first submission did not meet guidelines. If you take the SAT or ACT after opening of your candidate kit, and you have the scores sent to USAFA, please notify your Admissions Counseling team via email for additional instructions. Test results received by January 31 will be used to update your admissions file. **ACT and SAT scores are only good for five years.** There is no need to send rush or priority score reports. If your scores are more than 14 months old, and you have had them sent to us, you should contact your Admissions Counseling Team to ensure they are updated in your file.

**Please note the majority of appointments are made by the end of March. Results of tests taken after January will NOT normally reach us in time.** Scores will only be accepted directly from the ACT or SAT. Test scores must be achieved under national testing conditions on a national testing date. **We do not accept nonstandard (untimed/extended time) scores or project test scores. We will accept state required ACT or SAT tests administered under standard test conditions as well as School Day SAT tests administered under standard conditions.** Carbon copies and photocopies are not official. Also, PSAT and Pre-ACT scores are not official and cannot be used to qualify for an appointment.

***NOTE: You must take every subtest of the ACT and/or the Math Section and Evidence Based Reading and Writing Section of the SAT. We will not accept test scores if you did not take all required subtests/sections. The Writing subtest for the ACT is optional but highly encouraged.***

Many students have questions about which test is best and how many times they should take them. Which test to take, ACT or SAT, is a matter of preference. There are numerous guides available which can help you make this decision. We accept both tests and use the test which gives you the highest academic composite. The number of times you take the test and whether or not you take both tests is up to you and is determined by your satisfaction with your scores and the effort you want to put into this part of the process. We use your highest section scores from different testing dates (superscore), but we will not combine sections from the ACT and SAT tests. If you are not satisfied with your scores and you think you can improve them, then it is to your advantage to retake the test and possibly try a different test if you have not already done so. Please note we do not use the composite scores. We look at each component of the ACT or SAT tests to understand your relative strengths.

- 1. ACT Registration Procedures:** Register online at [www.actstudent.org](http://www.actstudent.org). This website may also be explored for more information concerning the ACT. **The ACT code number for USAFA is 0530** and should be entered on the registration form.
- 2. SAT Registration Procedures:** Register online at [www.collegeboard.org](http://www.collegeboard.org). This website may also be explored for more information concerning the SAT. **The College Board code number for USAFA is 4830** and should be entered on the registration form.

## **D. Medical Examination**

**1. Scheduling:** You must complete the candidate kit in order to initiate the medical portion of your application. We will forward your name to the Department of Defense Medical Examination Review Board (DODMERB). DODMERB will email you specific scheduling instructions. Regularly monitor your email, to include your spam or junk folders, for this information. If you haven't received information on scheduling your exam within two weeks of completing your candidate kit, call DODMERB at 1-800-841-2706. Your examination will be at the civilian examination centers contracted by DODMERB and managed by Concorde.

***NOTE: Schedule your examination as soon as you receive notification from DODMERB or Concorde.***

The examination center will be as near to your home as possible based on availability within your zip code. An appointment for the medical exam may be up to 30 days from the date you call to make the appointment. Scheduling, plus 60 days for completion and possibly another 30 days for a medical waiver (if required), can result in a **four month process** for candidates! Please ensure you meet all scheduled dates. If you cannot make the appointment, immediately contact your assigned medical provider then contact Concorde at (215) 587-9600. Concorde will provide you with rescheduling information but as stated previously, no earlier than 30 days from your call. If you've had a service academy qualifying medical examination within two years of the Academy's in-processing day, you may not need a complete examination. In this case, DODMERB will provide you with instructions for updating your medical file.

***NOTE: Admissions will not normally make an offer of appointment to the Academy until your medical status is determined. Do not delay scheduling your medical exam!***

**2. Medical Evaluation:** After DODMERB receives your medical examination results, they will evaluate your medical file for certification. If additional medical information (AMI) or evaluations are needed, they will notify you as to what specifically is required. **DODMERB** is independent of USAFA and is NOT aware of your admissions qualifications or requirements. You may be asked to complete additional medical evaluations even though ultimately you may not be offered an appointment. Send any **requested documents to DODMERB, not to Admissions**. Complete all DODMERB requests for AMI and/or additional evaluations **EXACTLY** as requested. Don't wait for an appointment to the Academy before completing your AMI. Forward all results to DODMERB. **Correspondence on the DODMERB website is your only official status notification. If you DO NOT receive a final medical status notification within 45 days after completing your medical examination or a request for AMI or evaluations (AMI request), contact DODMERB immediately at (719) 333-3562. DODMERB's website is <https://dodmerb.tricare.osd.mil>.** Medical status inquiries sent to the Admissions Office will only cause delays in determining your medical status.

**3. Submission of Supplemental Medical Information:** If you've completed your DODMERB physical and a determination has been made that you do not meet the medical standards, you may submit additional medical evidence (**at your own expense**) pertaining to the reason(s) you did not meet the standards directly to DODMERB, **not to Admissions**. DODMERB will re-evaluate your medical status and notify you of its decision.

**4. Waivers:** If you do not meet medical standards, there is no need for you to request a medical waiver. **If you are competitive for an appointment to the Air Force Academy or one of our preparatory programs and your file is complete**, we may process a medical waiver for USAFA on your behalf. You will be notified directly from DODMERB if there are any additional requirements, tests, or evaluations for the waiver process.

On behalf of USAFA's waiver authority, DODMERB may request additional information, tests, and/or evaluations to support your waiver (AMI). Please keep in mind DODMERB is working on our

behalf and yours to acquire the medical information necessary to make a waiver decision, but DODMERB IS NOT the waiver authority. The identified Command Surgeon (not affiliated with DODMERB) may grant a limited number of waivers and they will notify you of the final waiver decision. Questions regarding medical waivers should be directed to the Admissions office.

***NOTE 1: Please send all medical documentation in support of a waiver to DODMERB.***

***NOTE 2: Submission for a waiver does not guarantee a waiver will be approved. Additionally, the approval of a waiver does not guarantee an appointment will be offered.***

## **5. Additional Information:**

- a. Hard contact lenses must be removed 21 days prior to taking the optometric portion of your medical exam and soft contacts must be removed three days prior. Orthokeratology or Corneal Refractive Therapy lenses must be removed 90 days prior to Inprocessing.
- b. You cannot be undergoing active orthodontic treatment when you enter the Academy.
- c. Use good judgment when listing medical problems. **Do not self-diagnose a problem but ensure you list all of your past medical history of conditions/issues/treatments.** List the full circumstances, treatment/medication received, and age during each episode.
- d. All candidates are medically evaluated upon entry. Those who withhold obviously disqualifying medical information from DODMERB will be disenrolled or not admitted and will not be eligible to reapply to USAFA. Other commissioning sources, such as ROTC, also use DODMERB and will inquire as to why the cadet was disenrolled and information will be forwarded to all other commissioning sources.
- e. Waivers are no longer needed for certain types of refractive surgery as long as specific standards are met. Corneal refractive surgery performed with an excimer or femtosecond laser, including but not limited to photorefractive keratectomy, laser epithelial keratomileusis, laser-assisted in situ keratomileusis, and small incision lenticular extraction will be qualified without a waiver if any of the following conditions are met:
  1. Pre-surgical refractive error in either eye did not exceed a spherical equivalent of +8.00 or - 8.00 diopters.
  2. Pre-surgical astigmatism did not exceed 3.00 diopters.
  3. Surgery done at least 180 days prior to medical examination.
  4. No complications, ongoing medications, ophthalmic solutions, or any other therapeutic interventions required beyond 180 days of procedure.
  5. Post-surgical refraction in each eye is stable as demonstrated by at least two separate refractions at least 1 month apart, with initial refraction at least 90 days post-procedure, and the most recent of which demonstrates either more than +/- 0.50 diopters difference for spherical vision or more than +/- 0.50 diopters for cylinder vision.
- f. **Drug, alcohol, and HIV testing** will be performed within 72 hours of your arrival at USAFA.
- g. If you have any questions concerning the medical examination process, call DODMERB at (719) 333-3562.
- h. The DOD directive used by DODMERB to determine medical qualifications is available at: <https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/613003v2p.pdf?ver=2020-09-04-120013-383>

***NOTE: DODMERB will use the results of your examination to determine whether or not you are medically qualified to attend the United States Air Force Academy (USAFA). The flying class examination will be performed during the junior year at USAFA and will encompass more in-depth testing than is done during the DODMERB physical exam. You must meet medical standards to be eligible to enter USAFA. Medical qualification for USAFA entrance is based on the assumption your DODMERB medical examination reflects your true medical status. You can ensure this by IMMEDIATELY reporting any change in your medical status (injury, physical or mental illness or diagnosis of a new condition) to DODMERB at (719) 333-3562, after you have finished your examination.***

## **E. Candidate Fitness Assessment Instructions**

**1. Service Academies Admissions Requirement:** Satisfactory completion of the Candidate Fitness Assessment (CFA) is one of the requirements for admission to the United States Air Force, Military, Naval, and Merchant Marine Academies. The CFA is a test of strength, agility, speed, and endurance. It is used to predict a candidate's aptitude for the physical program at the Service Academies. The results of this test are very important in the overall assessment of your admissions file, so you should become familiar with and practice the six events in the CFA. It is imperative the test be administered in strict compliance with the standards prescribed herein. The examination consists of the following events: basketball throw (from kneeling position); cadence pull-ups or the flexed-arm hang (women's option); shuttle run; modified sit-ups (crunches); push-ups; 1-mile run. **A low overall score or a poor score in an individual event may be disqualifying. If you fail the first CFA prior to your deadline, you will automatically be rescheduled for a second CFA. Please note failure of the first CFA will be taken into account when your file is reviewed. If you fail the second CFA your file will be closed. Furthermore, if you choose to take the CFA or submit scores after your application deadline, your file will be closed. If you submit your first CFA attempt after January 31 and it is disqualifying, your file will be closed. You may submit only one set of passing CFA scores. You may not add or substitute subsequent scores.**

**2. Advice to the Candidate:** In order to qualify for admission to the Service Academies, you must take the CFA. You should remember your score is a combination of your best efforts on each of the six events. Strive for excellence and the highest possible score. **You should strive to meet or exceed the goals listed in Table 2. Do not take the test if you are ill, have a recent injury, or if you are having inclement weather (too hot, too cold, too windy, rainy, snowy, etc.). Please reschedule your test as your application deadline permits. Plan accordingly and do not wait until the last minute to do this important piece of the application. Any or all of the events mentioned above have kept candidates from testing and completing the application. You cannot skip an event.**

Your examination may be administered by **any PE-certified teacher, athletic coach, an AFJROTC instructor, USAFA liaison officer (ALO), a non-family member who is in the military, or another service academies representative.** Service members may have any active duty commissioned officer or the NCOIC of their base gym administer the CFA. Any active duty commissioned officer or non-commissioned officer may administer the CFA for service members. It is your responsibility to arrange for a qualified person to conduct your examination and to have a facility that has the equipment required (pull-up bar, 1-mile track, etc.) to complete testing. **You must take your CFA by the deadline to complete your file, so plan accordingly.**

Your examiner will be sent an email with the following items once you have entered his or her contact information in your candidate kit: Instruction letter; CFA Worksheet; these instructions. Please ask them to record your performance on the CFA Worksheet **and** provide a copy to you.

Candidates should wear clothing and shoes appropriate for physical training such as shorts, T- shirts, socks, and running shoes (tennis/basketball shoes are not recommended for the 1-mile run). Any item that gives a candidate an unfair advantage is not permitted during the CFA. Wearing devices such as weight belts or elastic bandages may or may not provide an advantage. However, for standardization purposes, such additional equipment is not authorized unless prescribed by medical personnel. The only exceptions are appropriate cold weather apparel while running outdoors.

**NOTE: Candidates who have taken the CFA as an applicant for the U.S. Military Academy, U.S. Naval Academy, or during their hosted Summer Seminar program can ask them to email the results of the exam to [usafa\\_rrs.orgmail@usafa.edu](mailto:usafa_rrs.orgmail@usafa.edu) or fax us a copy of the exam. Our fax number is (719) 333-4200/3012. Please make sure you did well on the assessment by checking to see if your scores are close to the goals posted below in Table 1 before you have them sent.**

Any questions the examiner or candidate may have regarding this examination should be addressed to the Admissions Office, (800) 443-9266.

**TABLE 1. Maximum performance scores by event and gender.**

	Basketball Throw	Pull-Ups	Flexed Arm Hang	Shuttle Run	Modified Sit-Ups	Push-Ups	1-Mile Run
<b>Male</b>	102	18	N/A	7.8	95	75	5:20
<b>Female</b>	66	7	39	8.6	95	50	6:00

**TABLE 2. Goals/Comparable to average candidate performance scores by event and gender.**

	Basketball Throw	Pull-Ups	Flexed Arm Hang	Shuttle Run	Modified Sit-Ups	Push-Ups	1-Mile Run
<b>Male</b>	68	13	N/A	8.7	81	61	6:31
<b>Female</b>	42	4	28	9.6	80	41	7:38

**3. For the Examiner:** The CFA was developed to measure and evaluate a candidate’s potential to successfully engage in the physical program at the United States Service Academies. The CFA consists of six physical and motor fitness events designed to measure muscular strength and endurance, cardio-respiratory endurance, power, balance, and agility.

When administered together as a single battery, these six test events will help the Admissions Committee determine if a candidate possesses the stamina and movement skills required to successfully complete the physical program and perform the duties required of commissioned officers in the uniformed services. The six test events of the CFA are administered consecutively with specified start, finish, and rest times. Candidates should attempt to do their best on all six events, keeping in mind the events are sequenced to produce a cumulative loading effect. In other words, after completing the first five events, it is doubtful a candidate will score his/her personal best on the one-mile run. This has been considered in the development of the scoring standards, which will be used to evaluate performance in each of the six events. Candidates raw scores will be converted to scale scores (0-100 points) based upon their performance on each event. The 100-point maximum score, by event and gender, are listed in Table 1. A candidate who achieves the 100-point level on any of the first five events should not attempt further repetitions as this will not improve his/her score. **Please view the following instructional video before administering the assessment,** <http://www.academyadmissions.com/video/cadet-fitness-requirements/>.

**4. Test Administration:** The CFA is an important component of the admissions process at each Service Academy and is used to determine if candidates can meet the physical rigors of military life. The test must be administered properly and to specific standards to accurately reflect a candidate’s physical and motor fitness and to be fair to all candidates. **The CFA must be administered by a PE-certified teacher, athletic coach, an AFJROTC instructor, service academy liaison officer, a**

**non-family member who is in the military, or another service academy representative (hereafter referred to as the test administrator).** Service members may have any active duty commissioned officer or the NCOIC of their base gym administer the CFA. The test must be administered according to the directions with strict adherence to the standards and time schedule. **Practice tests are highly encouraged.** This will help to familiarize the candidate with the “pace” and stamina required to complete the entire test battery. However, the officially reported score **must** come from a single test administration.

**5. At the Completion of Testing:** Both the candidate and the test administrator must sign the CFA Worksheet. By signing the CFA Worksheet, the candidate and test administrator are affirming the test was administered to standard and the scores accurately reflect the candidate’s physical performance. **The test administrator must enter the scores online within 48 hours of the test. Please enter the date the test was taken and not the date the information was entered into our system.** Thank you for your assistance in helping the Service Academies Admissions Offices obtain important test results that will help determine a candidate’s qualification.

**6. Support Personnel:** Additional personnel will be needed to facilitate the administration of certain events, in particular the basketball throw and sit-ups. It may also be prudent to have control and/or medical personnel on site during the test; however, they are not required. At a minimum, the test administrator will have an emergency action plan for getting medical help if needed.

**7. Duties of Test Personnel:** The test administrator will prepare the test site with the required equipment in advance of testing (Figure 1). The test administrator and assistant(s) will have a printed copy of the event order/instructions and will be totally familiar with all testing procedures and time limits. The test administrator will announce the event instructions immediately before each event is performed. Test administrators will have a clipboard and a pencil to record the results on the candidate’s scorecard and must maintain strict professional standards.

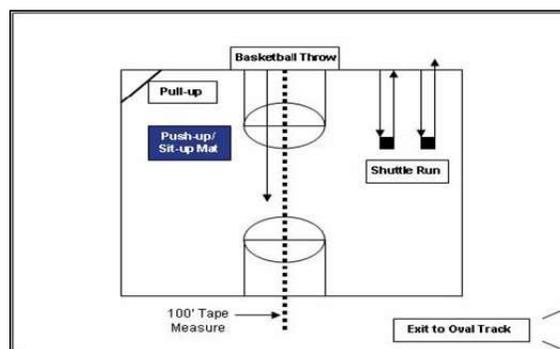


Figure 1

**8. Equipment:** The following list of equipment is required to administer the CFA:

- a. 1 sit-up mat,
- b. 1 100-foot tape measure
- c. 2 stopwatches (minutes/seconds/tenths)
- d. 1 regulation men’s basketball
- e. 1 pull-up bar
- f. 1-mile flat running surface

**9. Test Site:** From a conceptual standpoint, the CFA is designed to be administered in two adjacent venues: an indoor gymnasium and an outdoor track. The gymnasium will be of sufficient size to permit testing the basketball throw. The space needed is approximately 100 linear feet (slightly longer than a regulation basketball court). The pull-up bar will be of sufficient height so the candidate’s feet will not

touch the floor at full extension (approximately 8 feet). The bar diameter will be no greater than two inches. The test administrator will prearrange the first five events prior to the start of the testing.

The 1-mile run is the last event administered in the CFA. Although it may be administered in an indoor gymnasium or stadium, an 8-minute time period has been allotted for transition to an outdoor track. Regardless of the one-mile run course, the running surface will be flat and free of debris. In either the indoor or outdoor facility, it is imperative the 1-mile distance be measured accurately.

**10. Test Procedures:** On test day, the candidate should be encouraged to spend 20-30 minutes in active warm-up and stretching prior to beginning the test. The test battery must be completed according to the timeline instructions and candidates are not permitted to warm-up, rest, or practice other than during the time officially allotted. **The test administrator will read the instructions printed here in large type verbatim to the candidate:**

*“YOU ARE ABOUT TO TAKE THE UNITED STATES SERVICE ACADEMIES CANDIDATE FITNESS ASSESSMENT. THIS TEST WILL MEASURE YOUR MUSCULAR STRENGTH AND ENDURANCE, CARDIORESPIRATORY ENDURANCE, AND MOTOR FITNESS. THE RESULTS OF THIS TEST WILL BE USED IN THE ADMISSIONS PROCESS AT EACH SERVICE ACADEMY BY DEMONSTRATING YOUR LEVEL OF PHYSICAL AND MOTOR FITNESS. LISTEN CLOSELY TO THE TEST INSTRUCTIONS. YOU MAY CEASE WORK WHEN YOU HAVE SCORED THE MAXIMUM FOR ANY INDIVIDUAL EVENT. OTHERWISE, DO YOUR BEST ON EACH EVENT. AFTER YOU COMPLETE EACH EVENT, THE TEST ADMINISTRATOR WILL RECORD YOUR RAW SCORE. IF AT ANY TIME YOU CANNOT CONTINUE TO MEET THE TIMED REQUIREMENTS, THE TEST WILL BE TERMINATED.”*

**11. Testing Instructions:** The following paragraphs describe the equipment, facilities, personnel, instructions, administration, timing techniques, and test administrator’s duties for each event. An instructional video can be viewed at <https://www.academyadmissions.com/requirements/physical/>

**a. Testing Sequence:**

The test sequence will follow the order of the events listed here. The order of events cannot be changed. There are no exceptions to this sequence of timing.

<u>Events</u>	<u>Test Start Time</u>	<u>Testing Time</u>	<u>Rest</u>	<u>Total Time</u>
Basketball Throw	0 Minutes	2 Minutes	3 Minutes	5 Minutes
Cadence Pull-ups or Flexed Arm Hang	5 Minutes	2 Minutes	3 Minutes	10 Minutes
Shuttle Run	10 Minutes	2 Minutes	3 Minutes	15 Minutes
Modified Sit-ups	15 Minutes	2 Minutes	3 Minutes	20 Minutes
Push-ups	20 Minutes	2 Minutes	8 Minutes	30 Minutes
1 Mile Run	30 Minutes	Until Completed		Until Completed

**b. Basketball Throw:**

The basketball throw measures the ability to generate shoulder girdle power, total body coordination, and balance from a stationary position.

The candidate must:

- Keep his/her knees parallel to and behind the baseline and on the floor during the event. A mat may be used to cushion the knees.
- In an overhand throwing motion, throw a men's basketball as far as possible (Figure 2). The non-throwing hand may be used to steady the ball before throwing, but only one hand can be used to throw the ball.
- Not touch the floor beyond the baseline with any part of the body until the basketball has landed.
- Execute three trials within a 2-minute time period.



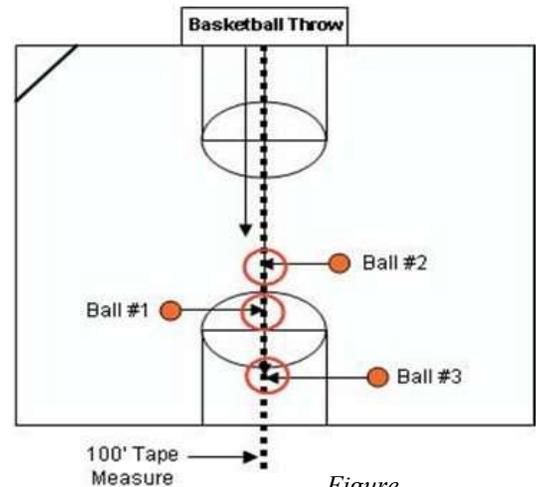
Figure 2



Figure 3

The test administrator will:

- Extend the 100' tape measure the length of the testing area, perpendicular to the throwing baseline.
- Start the event at 0 minutes.
- Mark the point of impact with a pointer/yardstick for all three trials.
- Measure the perpendicular distance from the marked point of impact to the center-line tape (Figure 4).
- Record the score to the nearest foot for the trial with the greatest distance.



Figure

**c. Cadence Pull-Ups:**

Cadence pull-ups measure muscular strength and endurance of the shoulder and back:

The candidate must:

- Mount the bar with a pronated grip (back of the hands facing the candidate) with arms fully extended in a “dead hang” (Figure 5).
- Not swing, kick, or bicycle legs during upward movement.
- Raise the body until the jaw line is parallel to the ground and above the bar (Figure 6).
- Return to a “dead hang” position to complete each repetition.
- Execute each repetition in cadence (administrator command).



Figure 5



Figure 6

The test administrator will:

- Start the event at 5 minutes elapsed time.
- Before giving the command “GO,” ensure the candidate’s elbows are fully extended and shoulders are relaxed in a “dead hang.” If a candidate needs to use a chair to grip the bar, pull the chair away and take the time to ensure the candidate is in a straight-armed, relaxed shoulder “dead hang” before beginning. Do not allow candidates to jump off the ground or a chair to gain momentum for the first repetition. Require a short “dead hang” period before giving the command “GO.”
- On the command “GO,” start the event. When the candidate’s chin rises above the bar and is parallel to the ground, verbally announce the repetition number (e.g. 1, 2, 3,). The verbal repetition number is the candidate’s cue to start the downward movement. When the candidate’s arms are fully extended in a dead hang position, give the command “UP.” At the end of two minutes, give the command “STOP” and record the number of correctly executed repetitions.
- Be permitted to steady the candidate when they are at the resting/dead hang position by extending an “arm bar” in front of the candidate, but must not be touching the candidate when they are attempting a pull-up.
- Monitor each repetition to ensure the candidate’s chin is parallel to the floor and ‘over’ the bar in the “up” position and the arms are fully extended in the “down” position. Repeat the repetition count for any pull-up attempt that does not meet the standards (e.g. 1..2..3..3..3..4).
- Give the command “STOP” and record the maximum score if a candidate reaches the maximum number of repetitions in less than two minutes (18 for men; 7 for women). Otherwise, at the end of 2 minutes, give the command “STOP” and record the number of correctly executed repetitions.

**d. Flexed-Arm Hang – Women Only:**

The flexed-arm hang is an alternative measure of muscular strength and endurance for women who are unable to execute one correct cadence pull-up. If a woman can successfully perform one correct cadence pull-up, it is to her advantage on the scoring scale to take the cadence pull-up test. The scale score (0-100) for one cadence pull-up is higher than any length of flexed-arm hang.

The candidate must:

- Climb steps, mount box/platform, or ladder (or may be boosted up to the bar by an assistant) until her chin is above the bar (Figure 7).
- Mount the bar with a pronated grip (back of the hands facing the candidate) with chin parallel to the floor and above the bar.
- Step off the platform.
- Not swing, kick, or bicycle legs during the event.
- Maintain a flexed-arm position with chin above the bar and the jaw parallel to the ground throughout the event (Figures 8a and 8b).



Figure 7



Figure 8a



Figure 8b

The test administrator will:

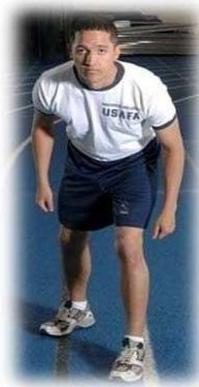
- Start the event at 5 minutes elapsed time.
- Give the command “GO” to start the event and the stopwatch.
- Monitor body position to ensure the chin remains above the bar and the jaw line is parallel to the floor.
- Record the score in seconds.

**e. Shuttle Run:**

The shuttle run measures the ability to move rapidly while changing directions, which is an indicator of anaerobic power, agility, and quickness.

The candidate must:

- Begin the test with his/her entire body behind the start/finish line (Figure 9).
- On the command “GO,” sprint 30 feet to the turnaround line. His/her foot and hand must simultaneously touch the floor on or beyond the turnaround line (Figure 10). The candidate will then sprint back to the start/finish line, touch on or beyond the start/finish line and turn, sprinting back to the 30-foot line. The candidate will touch on or beyond the turnaround line and then sprint back across the start/finish line.
- Execute two trials with a 1-minute rest between trials.



*Figure 9*



*Figure 10*

The test administrator will:

- Start the event at 10 minutes elapsed time.
- Measure the shuttle run course of 30 feet (equates to 10 yards, running a total 40 yards) from the baseline.
- Give the command “GO” to start the event and start the stopwatch. Monitor the candidate to ensure he/she touches on or beyond the turnaround line and the start/finish line with their hand and foot; failure to do so terminates the event.
- Stop the watch when the candidate crosses start/finish line on the second pass.
- Record the best time of the two trials in seconds/tenths of seconds.

**Note:** Shuttle run times of less than 6.0 will not be accepted.

**f. Modified Sit-Ups:**

The modified sit-ups event measures abdominal/core body muscular strength and endurance.

The candidate must:

- Assume a supine (back on floor), bent-knee position (approximately 90 degrees) on a mat with arms crossed, fingers extended and shoulder blades touching the floor/mat (Figure 11).
- Upon the command “GO,” flex from the hip, raising the elbows so they touch the front

midpoint (or higher) of the thigh with the finger tips staying in contact with the top of the shoulders at all times (Figure 12); then recover by extending from the hip until the shoulder blades touch the floor/mat.

**Note:** Once the test begins, candidates may only rest in the “up” position with fingertips in contact with the shoulders at all times (Figure 13).



Figure 11



Figure 12



Figure 13

The test administrator will:

- Start the event at 15 minutes elapsed time
- Monitor the “start position” to ensure the candidate’s shoulder blades are touching the mat, fingers are touching the shoulders, knees are bent approximately 90 degrees, and an assistant is properly holding the candidate’s feet (hands only on top of each ankle or foot).
- Give the command “GO” and start the stopwatch for the 2-minute trial.
- Verbally count one repetition each time the candidate’s elbows touch the thigh. (e.g. 1...2...3...).
- Monitor body position making sure during each repetition the buttocks stay in contact with the mat, knees are bent approximately 90 degrees, fingers remain in contact with shoulders, elbows make contact with the mid-thigh or higher, and shoulder blades touch the floor/mat.
- Repeat the previous score count for any repetition that does not meet the criteria listed above. (e.g. 51...52...52...52...53...54...) □
- Terminate the modified sit-up event if the candidate continuously fails to attempt to execute a repetition or rests in the “down” position.
- At the 2-minute mark, give the command “STOP” and record the number of correctly executed repetitions.
- End the event and record the maximum score if a candidate reaches the maximum number of repetitions in less than 2 minutes (95 for men and women). Otherwise, at the end of 2 minutes, give the command “STOP” and record the number of correctly executed repetitions.

**g. Push-ups:**

Push-ups measure upper body muscular endurance.

The candidate must:

- Assume a prone (belly towards the ground) position supported on one knee on a mat or floor (Figure 14).
- On the command “GET SET” assume the front-leaning rest position (arms extended) by placing your hands just outside the shoulders with fingers facing forward; your feet may be together or up to 12 inches apart; when viewed from the side, your body will form a straight line from your shoulders to your ankles (Figure 15).
- On the command “GO” begin the push-up event by bending your elbows and lowering your entire body as a single unit until your upper arms are at least parallel to the ground (90 degrees) (Figure 16); return to the starting position by extending your arms and raising your entire body as a single unit until your arms are fully extended.

**Note:** The Candidate may rest in the “up” position, flexing or bowing the back as long as the candidate does not lift a hand/foot off the floor, or any other body part touches the floor. The candidate must return to the straight body, front leaning rest position before attempting another repetition.



Figure 14



Figure 15



Figure 16

The test administrator will:

- Start the event at 20 minutes elapsed time.
- Give the command “GO” and start the stopwatch for the 2-minute trial.
- Monitor each repetition making sure the body remains rigid in a generally straight line, moving as a single unit; the upper arm is parallel to the floor in the “down” position; and the arms come to full extension in the “up” position.
- Verbally count the repetition number each time the candidate returns to the “up” position. Repeat the previous score for any repetition that does not meet the criteria listed above. (e.g. 1..2..2..2..3..4..).
- Terminate the event if the candidate lifts a hand or foot off the ground or touches the ground with any body part other than hands and feet.
- End the event and record the maximum score if a candidate reaches the maximum number of repetitions in less than 2 minutes (75 for men; 50 for women). Otherwise, at the end of 2 minutes, give the command “STOP” and record the number of correctly executed repetitions.

**h. 1-Mile Run:**

The 1-mile run measures aerobic capacity or the ability to use oxygen to do physical work.

The candidate must:

- Assume a starting position behind the one-mile start line (Figure 17).
- On the command “GO,” the candidate will run continuously for 1 mile (walking is allowed although strongly discouraged).

The test administrator will:

- Start the event at 30 minutes elapsed time.
- Certify the 1-mile run distance.
- Give the command “GO” and start the stopwatch.
- Monitor the candidate to make sure the candidate does not receive physical help during the event (pushed, pulled, picked up, or carried) or leave the designated running course for any reason.
- Not permit pacing by another person.
- Stop the watch as the candidate crosses the finish line and record the score in minutes/seconds. (e.g. 5:32).

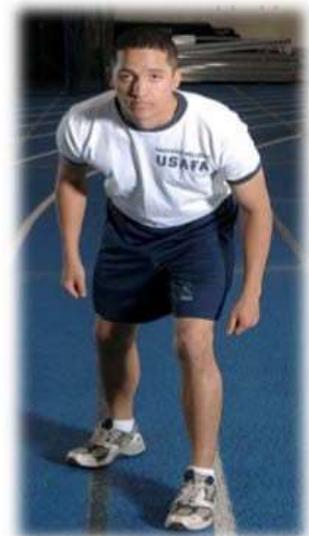


Figure 17



# Nominations and Appointments

**1. Nominations:** An official nomination is required by public law to enter USAFA. See page 26 for more information on nomination categories and requesting nominations. However, just receiving a nomination does not guarantee an appointment. Your portal will be updated to reflect your nomination status. Typically more than 4,500 candidates receive a nomination, but only 1,100 - 1,200 enter USAFA. We recommend you apply for a nomination no later than the end of September, however, some U.S. Senators and U.S. Representatives have earlier deadlines. **It is the responsibility of each candidate to be familiar with the nomination application process, timeline, and deadline of each representative and senator to which they are applying.**

***NOTE: If you do not receive a nomination, either congressional or military affiliated, you will still continue in the admissions process as a tentative candidate. However, without a nomination, you will be ineligible for an appointment. Nominations do not carry over to the next year. If you are not appointed and want to apply for the following year's class you will have to initiate nomination and admissions processes again.***



**2. Appointments:** Starting in October, early appointments are offered to exceptional official candidates with nominations. Exceptional tentative candidates (without nominations) will be sent a Letter of Assurance instead. This letter states USAFA intends to offer you an appointment as soon as we receive official notification you have received a nomination. The Letter of Assurance is sent to both of your U.S. Senators and your U.S. Representative and may be considered in their nomination process.

***NOTE 1: To be considered for an early appointment or Letter of Assurance you must have a completed file ready for evaluation. You do not need a nomination at this time. However, you MUST ultimately obtain a nomination by January 31. Admissions will not normally offer an appointment or Letter of Assurance until your medical status is determined. In all cases, you must have a qualifying medical status to enter USAFA.***

***NOTE 2: All appointments and Letters of Assurance are conditional. The appointment is contingent upon continued success academically, socially, and***

*physically. A failing grade in a high school or college course or poor overall academic performance, a serious disciplinary incident, drug use, or a substantial injury will likely result in the appointment offer being rescinded. Report any of these circumstances to the Admissions Office immediately.*

***NOTE 3:** If you are a qualified candidate with a nomination and are not selected for an appointment under your nominating category, you will automatically be considered for an appointment if someone in your nominating category declines AND we have room to reoffer the appointment. If you have a Congressional nomination, you will be notified of your appointment by your Member of Congress and will have a letter posted on your portal from USAFA.*

### **3. Conditional Appointments:**

**a. Medical:** We will offer a limited number of appointments that are conditional upon passing your medical exam. You will be required to quickly complete your medical exam. Regrettably, your offer of appointment will be withdrawn if DODMERB determines you are medically disqualified and all waiver possibilities have been exhausted. In that regard, you should not turn down any scholarships or offers of admission to civilian colleges or universities until your medical status is totally cleared.

**b. Body Fat:** If you received a letter requiring anatomical measurements to determine body fat, your appointment will be conditional until it is determined that you meet the body fat standards or are granted a waiver.

**c. College/Preparatory School:** An offer of appointment to a candidate who attended college or a post-high school preparatory school will be conditional if the latest college or preparatory school transcript has not been received or if the academic record is marginal. To be considered satisfactory, a candidate must have a minimum cumulative GPA of 2.00 (on a 4.00 scale) with no grades lower than a C. **The conditional offer of appointment for marginal grades or missing transcripts will be withdrawn if a satisfactory transcript is not received prior to June 10th, unless the Admissions Office has approved a later date.**

**d. Citizenship:** An offer of appointment to a candidate who is not currently a United States citizen will be conditional pending receipt of proof of United States citizenship by the Admissions Office. United States citizenship must be finalized prior to the reporting date of the entering class. See page 36 for information on proof of United States citizenship.

## **Nomination Categories**

Completion of the application is only one stage in the admissions process for USAFA. Before you can be considered an official candidate for an appointment, you must obtain a nomination in one of the authorized nominating categories listed below. If you have not already applied for a nomination, do so immediately. To increase your chances of receiving an appointment, you should attempt to obtain a nomination in each of the categories for which you are eligible. It is highly encouraged to have a nomination from multiple categories.



The Vice President, each U.S. Senator, and each U.S. Representative are authorized to have a maximum of five cadets attending the Air Force Academy at one time. For every cadet vacancy that occurs, the Members of Congress may nominate up to 10 candidates to be considered for appointment.

**1. Congressional Nominations:** You should request a nomination from both of your U.S. Senators and your U.S. Representative. Contact them via their respective websites and follow their online forms or formats for requesting a nomination. If they do not have their own form or format, follow the format on page 29 of this instruction booklet. You must be a legal resident of the state or congressional district in which you are applying, but it is not necessary to know your Member of Congress personally. They want to nominate outstanding individuals who will have the best chance to qualify for an appointment.

***NOTE:** You can access your Senators and Representative at [www.senate.gov](http://www.senate.gov) or [www.house.gov](http://www.house.gov). Each congressional office has its own procedures and closeout dates for accepting nomination requests. We recommend you apply for all congressional nominations for which you are eligible no later than the end of September. Most congressional offices prefer you contact them in the spring or summer of the year before you desire to enter USAFA. Some offices will accept requests through the fall. Members of Congress may submit their nominations to USAFA as late as January 31; however, the majority of nominations are received before this deadline. If selected for a nomination, you will likely receive a notice from the Member of Congress first. After the Member of Congress submits the nomination to USAFA, your application portal will be updated to reflect the nomination.*

**2. Vice Presidential Nominations:** The Vice President of the United States may nominate candidates from the nation at large. All candidates are eligible. If you wish to request a nomination from the Vice President you can do so at the following website for the online application: <https://www.whitehouse.gov/service-academy-nominations/>. The deadline to request a nomination from the Vice President is no later than January 31. Do not mail your request for a Vice Presidential nomination to USAFA. USAFA will make recommendations to the Vice President based upon your admissions record.

**3. Military-Affiliated Nominations:** If you are eligible to apply in the Presidential, Children of Deceased or Disabled Veterans, or Children of Medal of Honor Recipients categories, use the format on page 30 of this booklet. The deadline is January 31. For military-affiliated nominations, send requests to the Admissions Office at [USAFA\\_RRS.orgmail@usafa.edu](mailto:USAFA_RRS.orgmail@usafa.edu) or to the address below:

HQ USAFA/RRS  
2304 Cadet Drive, Suite 2300  
USAF Academy, CO 80840-5025

**4. Presidential:** Vacancies allocated to the President of the United States have been reserved for children of career military personnel. This includes enlisted, warrant, and commissioned members of regular and reserve components who are on active duty (other than for training) and who have served continuously on active duty for at least eight years; and military retirees either living or deceased who have received retired or retainer pay. Reservists must be serving as members of reserve component and be credited with at least eight years of service computed under Chapter 1223, Section 12733 of U.S.C. Title 10; or who died while they would have been entitled to retired pay except for not having attained 60 years of age. Stepchildren of career military parents are not eligible for a Presidential nomination unless they have been adopted by the military stepparent. For adopted children, the adoption proceedings must have begun before their 15th birthday.

**5. Children of Deceased or Disabled Veterans:** Vacancies are available for the children of deceased or 100% disabled armed forces veterans whose death or disability was determined to be service connected; or children of military personnel or federally employed civilian personnel who are in a missing or captured status. If you are eligible in this category, you will NOT be considered in the Presidential category.

**6. Children of Medal of Honor Recipients:** Vacancies have been reserved without appointment limit for the children of Medal of Honor recipients who served in any branch of the armed forces. If candidates meet the eligibility requirements and qualify on entrance requirements, they will be appointed to USAFA.

**7. Air Force Regular and Reserve Components: Deadline to receive Air Force regular and reserve nominations (AF Form 1786) is January 31.** Vacancies are available for enlisted members of regular and reserve components of the Air Force. Air Force Manual 36-2032 provides instructions for applying; additionally, Table 10.6. includes additional eligibility requirements for the LEAD program. Airmen should submit a Pre-candidate Questionnaire first. Next, they must submit an AF Form 1786 **no earlier than July 1** through their unit commander for an endorsement, to their MPS for assignment availability code, and then to USAFA's Admissions Office.

***NOTE: AF Form 1786 may be obtained on-line at the Air Force E-Publication website:***

***[https://static.e-publishing.af.mil/production/1/af\\_a1/form/af1786/af1786.pdf](https://static.e-publishing.af.mil/production/1/af_a1/form/af1786/af1786.pdf)***

***Special instructions for Airmen can also be found at***

***<https://www.academyadmissions.com/prepare/enlisted/> and click on **The LEAD Program** hyperlink for more information about the program.***

**8. Honor Military Junior Reserve Officer Training Corps (JROTC) Schools and Air Force Reserve Officer Training Corps (AFROTC):** Honors with Distinction military schools are designated by the Department of the Air Force, Army, Marine Corps, and Navy to nominate USAFA candidates annually from among their honor students. Each honor unit may nominate five students to compete for the vacancies. Five students from each AFROTC detachment may be nominated to compete for the authorized vacancies. Air Force ROTC students should apply for a nomination to their professor of aerospace studies or aerospace science instructor who will recommend nominees to the head of the institution where the candidate is currently enrolled. Nominations for Honor Military JROTC are limited to graduates of the current year. If you have any questions or need assistance regarding these types of nominations, please email [usafa\\_rrc@usafa.edu](mailto:usafa_rrc@usafa.edu)

## **FORMAT OF REQUEST FOR CONGRESSIONAL NOMINATION**

This is intended as a guide. Use this format ONLY if your Senator or Representative does not have their own form or template to use. You can access each Senator and Representative at the following websites [www.senate.gov](http://www.senate.gov) or [www.house.gov](http://www.house.gov).

---

Date:

Honorable (Name of Appropriate Authority)

(Visit the website listed above for the correct address for your Senators and Representative)

Dear Representative OR Dear Senator (Name),

I want to attend the United States Air Force Academy (USAFA) and serve in the United States Air Force. I request I be considered as one of your nominees for the class that enters USAFA in June 2022.

My pertinent data is:

Name (name exactly as appears on your birth certificate, or if legally changed, attach a copy of the court order):

Permanent Address (street, city, county, state, zip code):

Temporary Address (if applicable):

Permanent Phone Number and Area Code:

Temporary Phone Number and Area Code (if applicable):

Name of Father:

Name of Mother:

Date and Place of Birth (spell out month):

Name and Address of High School:

Date of Graduation:

Approximate Grade Point Average (GPA); Rank-in-Class, PSAT, Pre-ACT/PLAN, SAT and ACT if you have taken these tests. Include Evidenced Based Reading and Writing and Math scores for the PSAT and SAT tests, and English/Math, Reading, and Science Reasoning for the ACT test and Pre-ACT/PLAN composite:

Extracurricular Activities:

Reasons for Wanting to Enter USAFA:

Thank you for considering me as one of your nominees to the Air Force Academy.

Sincerely,  
Signature

## **FORMAT OF REQUEST FOR MILITARY-AFFILIATED NOMINATION**

Use this format for any of these nomination categories: Presidential, Children of Deceased or Disabled Veterans, or Children of Medal of Honor Recipients.

---

Date:

HQ USAFA/RRS  
2304 Cadet Drive, Suite 2300  
USAF Academy, CO 80840-5025

Dear Chief, Selections Division,

I want to attend the United States Air Force Academy and to serve in the United States Air Force. I request a nomination under the **(name of appropriate category)** for the class that enters the Academy in June 2022.

My pertinent data is:

Name (print name exactly as it appears on the birth certificate, or if legally changed, attach a copy of the court order):

Social Security Number:

Permanent Address (street, city, county, state, zip code):

Temporary Address (if applicable):

Permanent Phone Number and Area Code:

Temporary Phone Number and Area Code (if applicable):

Date and Place of Birth (spell out month):

If Member of Military, Include Rank, Regular or Reserve Component, Branch of Service, and Organizational Address Including PSC Box Number:

If Previous Candidate, Indicate Year:

Parental Information - Name, Rank, Social Security Number, Component and Branch of Service:

**If your parent is on active duty, attach a statement of service dated and signed by current personnel officer specifying all periods of active duty and any breaks therein. If your parent is in the Air Force they can access a statement of service online at their virtual MPF. If your parent is retired, attach a copy of the DD 214 (member copy 4), or retirement orders. If your parent is deceased attach a copy of the casualty report. If your parent is disabled attach the Veterans Administration (VA) claim number and VA office where the case is filed. If your parent is retired or deceased, documents can also be accessed at <http://www.archives.gov/veterans/military-service-records/> regardless of their branch of service. If your parent is a reservist, attach a copy of the document that shows their total point's credit or a copy of their notice of eligibility letter that states they are eligible to receive retired pay upon reaching 60 years of age.**

Sincerely,  
Signature

# General Information

**1. Basic Eligibility:** To be eligible for an appointment you must be a United States citizen, unmarried without dependents, have good moral character, and be at least 17 and not have passed your 23<sup>rd</sup> birthday on July 1 of the entry year. **These requirements are public law and cannot be waived.** United States citizenship must be finalized prior to entering USAFA.

***NOTE: Dependents include being married, mother/father by having a birth child, stepchild, or adopted child prior to graduation, regardless of whether or not you provide financial support for said dependent. Further, if such marriage or paternity/maternity were to occur but not be known to Air Force authorities until after graduation, you may be subject to disciplinary or administrative action as an officer.***

**2. Competition for Appointments:** USAFA's admissions standards are higher than most civilian colleges. Typically, we receive over 11,000 applications and more than 4,500 young people will be nominated to USAFA. Of this number, approximately 2,300 meet all our qualifications for admission but only 1,100 – 1,200 cadets can be admitted. Therefore, candidates are encouraged to have alternate plans for their future education in the event they are not offered an appointment. The most important thing is to complete your application!

**3. Admissions Counseling Team:** These are the subject matter experts on the USAFA application process. They will serve as your point of contact for questions directly related to all components of your application, except for DODMERB and medical concerns. The name and contact information of your Admissions Counseling Team can be found on your USAFA application portal.

**4. Mentor Admissions Liaison Officer (ALO):** All applicants will be assigned a Mentor ALO once they achieve candidate status. This individual mentors and motivates current year applicants to complete the admissions process and prepare for the AF Form 4060 evaluation. The name and contact information for your Mentor ALO can be found in your application portal. You are **required** to contact your Mentor ALO at least once during the application process. For in-depth questions about the application process please contact your Admissions Counseling Team. Your assigned Mentor ALO will not conduct your evaluation.

***NOTE: As a last resort, Mentor ALOs are available to conduct the CFA.***

**5. Evaluator Admissions Liaison Officer (ALO):** Once you have completed all of your required application forms you are encouraged to contact your Evaluator ALO to coordinate and schedule your evaluation using a virtual platform, or as a last resort by telephone. Evaluators typically live outside the candidate's local area.

**6. Admissions Events:** Throughout the year, the Admissions Office offers multiple on-campus Admissions events that are available for prospects, candidates, and influencers (school counselors, community leaders, etc.). Information and tour dates are published on [www.academyadmissions.com/meet/admissions-events/](http://www.academyadmissions.com/meet/admissions-events/). Students may register for the events through our website. These events begin with a 45-minute Admissions briefing, followed by approximately 15 minutes for questions and answers. There are two types of Admissions events available: Discover USAFA includes a guided walking tour of the cadet area; Explore USAFA features a self-guided campus tour. The self-guided tour does not offer access to the Cadet Area of USAFA, only select buildings open to the public, depending on the day and time of the visit. During the academic year, when cadets are available, Cadet Ambassadors lead the guided walking tour.

**NOTE:** For the most up-to-date information regarding base closures and the schedule and availability of Admissions events, please visit [www.usafa.edu](http://www.usafa.edu) and [www.academyadmissions.com](http://www.academyadmissions.com). When USAFA is closed to visitors, virtual Admissions events may be offered.

**7. Athletic Recruiting:** If you are interested in playing one of our 27 Division 1 sports, log on to <https://goairforcefalcons.com/sports/2018/6/21/ot-afa-questionnaires-html.aspx> for more information.

**8. Airmen:** Information for Airmen interested in the Leaders Encouraging Airmen Development (LEAD) program can be found at <https://www.academyadmissions.com/prepare/enlisted/>. Air Force Manual 36-2032 provides instructions for applying; Table 10.6. includes additional eligibility requirements for the LEAD program, Officer Training School (OTS), and Enlisted Commissioning Programs.

**9. Homeschooled and Nontraditional Students:** Homeschooled and nontraditional students make up an increasing number of applicants for admission to USAFA. They compete against the same standards as students coming from a traditional school setting. Information for these students can be found on our website at <https://www.academyadmissions.com/prepare/high-school/homeschoolers/>

**10. Advanced Placement (AP)/International Baccalaureate (IB) Transfer Credit:** USAFA will accept scores of 4 and 5 on some AP exams and scores of 5, 6, and 7 on some IB exams in conjunction with core course placement exams you will take during Basic Cadet Training. AP scores of 3 will be reviewed on an individual basis. If you attended another college or university, USAFA may award transfer credit. Regardless of the total transfer and/or validation credit, a cadet must earn 125 semester hours in-residence and must spend four years in residence at USAFA for graduation. College courses taken as part of a high school curriculum will not be considered for transfer credit. In all cases, individual academic departments determine whether or not to award credit for AP and IB exams and previous college courses.

If you have a college or university transcript you would like to have considered for transfer credit, please send it directly to the following mailing address:

Student Academic Affairs & Academy Registrar  
ATTN: Transfer Credit POC  
HQ USAFA/DFR  
2354 Fairchild Drive Suite 2G13  
USAF Academy, CO 80840

**11. Marriage/Dependents:** DoD Regulation prevents USAFA from admitting or retaining anyone who is married or who has any dependents. If you accept an offer of appointment, you will be required to submit a certificate stating you are not married and have no dependents for whom you are legally or financially responsible.

**12. Social Media:** Admissions personnel may access social media sites to gain a deeper knowledge of candidates' interests and character. Posts that violate U.S. law or Air Force policies are inconsistent with the goal of appointing candidates of good character.

**13. Legal Name:** Please use your full, legal name on your USAFA application. If you receive an appointment, you will be sworn in under the name appearing on your birth certificate unless legal proof of a name change is provided to this office.

**14. Withdrawal:** If you decide to discontinue your application, go to your portal and submit your withdrawal. This will release your nomination and possibly help another applicant. **Please note, if you withdraw your application, your file will remain closed until the next admissions cycle.**

**15. Change of Address:** If your address changes, even temporarily, you must update this information on your portal. Also, keep your Members of Congress and DODMERB informed of your current address and phone number, both permanent and temporary.

**16. Body Fat:** If you exceed the USAFA weight standard for your height (check our website at <http://www.academyadmissions.com>), we will request you provide measurements on a USAFA Form 0-220. This form will be available on your application portal. Once we receive this form, we will calculate your body fat and determine if you meet USAFA standards. If you exceed USAFA standards for body fat and if it is determined you are otherwise competitive for an offer of appointment, the Admissions Office will consider you for a waiver and/or ask you to be re-measured. Please ensure your file is complete by your deadline so you may be reviewed for an appointment. The Admissions Office will review all files in mid-March.

**17. Tattoos, Brands, Body Piercing:**

**a. Tattoos/Brands:** While having a tattoo or brand does not automatically disqualify you from consideration, it does open the door for rejection based on a more subjective evaluation. Tattoos or brands anywhere on the body that are obscene, advocate sexual, racial, ethnic, or religious discrimination or project an improper military or cadet image are prohibited. Hand tattoos are limited to one single band ring tattoo, on one finger, on one hand. Tattoos or brands may not be visible above the collarbone when wearing an open-collar shirt. Tattoos or brands that fall into any of these categories will cause you to be disqualified for admission.

**b. Body Piercing:** All piercings must be removed prior to in-processing as a Basic Cadet. Following Basic Cadet Training, females may be authorized to wear one small, spherical, conservative earring per earlobe. Male cadets are specifically prohibited from wearing earrings at any time.

***NOTE: DODMERB will notify the Admissions Office of any tattoos, brands, or piercings noted during your medical exam. We will then require that you provide us a color photo of each. Assuming your tattoo or brand falls within acceptable limits, you will be allowed to continue in the application process. If you get a tattoo, piercing, or brand after your DODMERB physical, you MUST notify the Admissions Office. You should keep the following in mind: those who review the picture of your tattoo, brand, or piercing may not view body art in the same manner as you. Therefore, if you don't already have a tattoo or brand, carefully consider whether the risk of possibly losing out on a USAFA appointment is worth it.***

**18. Previous Candidates:** If you were a candidate last year, you must ensure your file is complete and up-to-date for the current year. You must submit an updated and current candidate kit that reflects a new Candidate Personal Data Record, Drug and Alcohol Abuse Questionnaire, Extracurricular Activities Information, Request for Secondary School Transcript, Personal Essay, and Teacher Evaluations. In addition, you must re-accomplish the Candidate Fitness Assessment and Evaluation. We will use your previous ACT/SAT scores unless we receive higher scores from a subsequent exam. It is to your benefit to retake the ACT/SAT. You must also obtain a new nomination; however, your medical exam is valid for two years.

## 19. Proof of Citizenship:

**a. Birth Certificate:** If you receive an appointment, you must submit a certified copy of your birth certificate issued by the state registrar of vital statistics or by the city or county office of birth registrations. The certificate must bear the official seal and signature of the legal custodian of your birth record. All items on the record must be legible. **Baptismal or hospital certificates are NOT acceptable.** Birth certificates found to be in error should be corrected through the appropriate office of birth registration prior to submission.

**b. Foreign Born Citizens:** If you receive an appointment, and were born in a foreign country, you must furnish proof of your United States citizenship through your application portal. We will accept either of the following:

1. U.S. Passport.
2. Department of State Form FS-240 (Report on Birth Abroad of American Citizens); the original certificate/report must be submitted. This certificate/report may be obtained from the nearest office of the Immigration and Naturalization Service upon presentation of proper evidence.

**c. Dual Citizenship, Security Clearances, and Foreign Passports:** Dual Citizenship, Security Clearances, and Foreign Passports Individuals who have dual citizenship are eligible to be appointed to the Air Force Academy. However, the exercise of dual citizenship may be grounds to deny a security clearance which is essential in all career fields in the Air Force. As part of the process to gain a security clearance, you will be asked to sign a statement affirming your loyalty to the United States and express your “willingness” to renounce your foreign citizenship. Use of a foreign passport may be grounds to deny a security clearance. If you have dual citizenship and you receive an appointment, you must bring your foreign passport with you when you report to the Academy. Please contact the Information Protection Office at (719) 333-2405 if you have any questions concerning the requirements to gain a security clearance and the maintenance of a foreign passport if you have dual citizenship.

***NOTE: Failure to abide by security clearance instructions may result in refused admission, adverse action, and/or disenrollment. Appointees who possess dual citizenship (both U.S. Citizenship and foreign citizenship) must bring their current or expired foreign passport with them to the Academy. As part of the security clearance process, you will be asked to sign a statement affirming loyalty to the United States and the willingness to renounce your foreign citizenship.***

**d. Naturalized Citizens:** If you receive an appointment, you must submit a copy of your Naturalization Certificate, Certificate of Citizenship, or U.S. passport. You may obtain a Certificate of Citizenship from your local Department of Homeland Security office.

**NOTE: Please do not send any documents to our office. All forms should be uploaded through your application portal. If appointed, you will be required to bring your original proof of citizenship documentation to in-processing.**

**20. Financial Obligation:** There is no entrance fee required for USAFA. Cadets earn approximately \$1100.00 per month in basic pay. Cadets receive pay to cover school-related expenses and to provide discretionary pay to support a student-type lifestyle. Since most expenses are incurred within the first few months (uniforms, computer, textbooks, etc.) cadets receive advance pay loans to pay these mandatory expenses. Each advance is automatically collected back by payroll deduction within two years or less.

**21. Scholarships:** Certain scholarships may be applied toward your initial debt provided they do not include any restrictions. Check with the awarding scholarship committee to see if this is an option. If you are offered a scholarship to a civilian college, we encourage you to keep that scholarship as long as possible but at least through In-processing Day.

**22. Updating Your Admissions File:** It is your responsibility to inform USAFA of any changes in information even after you have submitted all required forms. This includes any honors and awards, misconduct, changes in academic status, etc. Failure to provide complete information may result in withdrawal of an offer of appointment or subsequent dismissal from USAFA.

**23. Admissions Update:** During the admissions cycle you will be notified of the current status of your application via email and through your application portal. Remember, it is your responsibility to ensure your file is complete and current. **You cannot be offered an appointment if your file is incomplete.**

**24. Notification of Non-Selection Letter:** Official candidates (with nominations) who are qualified for admission but have not been selected in the nomination categories for which they were eligible and who do not rank high enough to be competitive for qualified alternate appointments will be notified by April 21st. A limited number of late appointments may be offered after these letters are sent to fill specific congressional vacancies created by withdrawals or declinations. **If you have not received an appointment by May 1, you should plan to exercise other options.**

***NOTE: Under NO circumstances should you travel to USAFA the week before entry date in the hope of receiving a last-minute appointment.***

**25. Letter of Disqualification:** Official candidates whose admissions files are incomplete or who do not meet all admissions requirements will be notified by April 21. Files not completed by the specified deadlines will be closed from further admission consideration and those applicants will be considered “disqualified.” Any questions should be directed to your assigned Admissions Counseling Team.

## **Academy Preparatory School, Falcon Foundation and Air Force ROTC**

**1. United States Air Force Academy Preparatory School:** Admission to the Preparatory School is limited to members of the Regular Air Force, Air Force Reserve, Air National Guard, and to selected candidates entering directly from civilian life. Airmen should refer to Air Force Manual 36-2032, Officer Training School (OTS) and Enlisted Commissioning Programs, for eligibility and application procedures. If you fail to qualify for an appointment to USAFA, your records will automatically be reviewed for the Preparatory School. USAFA’s Admissions Office screens all candidates. Selections are made on a competitive basis for a limited number of spaces.



**2. Falcon Foundation:** The Falcon Foundation is a nonprofit scholarship program for candidates who are competitive but not likely to be appointed. The Admissions Office selects candidates for the Falcon Foundation and the Falcon Foundation awards scholarships on a first come, first served basis to attend a selected junior college or preparatory program. The current civilian preparatory schools are:

- Georgia Military College (GA)      <https://www.gmc.edu/>
- Marion Military Institute (AL)      <https://www.marionmilitary.edu>
- Northwestern Preparatory School (CA) <http://northwesternprep.com>
- New Mexico Military Institute (NM)      <http://www.nmmi.edu>
- Randolph-Macon Academy (VA)      <http://www.rma.edu>

***NOTE 1: Acceptance into the program does not preclude the possibility of receiving a USAFA appointment at a later date.***

***NOTE 2: Completion of either the Preparatory School or a Falcon Foundation school does not guarantee an appointment to USAFA.***

**3. Air Force ROTC (AFROTC):** You are encouraged to also consider AFROTC as an alternate commissioning program leading to an Air Force career. If you would like more information about this program available through more than 700 colleges and universities, including five military schools, go to the following website [www.afrotc.com](http://www.afrotc.com) or call 1-866-423-7682, Monday - Friday, 7:30 a.m. to 4:30 p.m. (Central Time). Your ALO can give you more information.

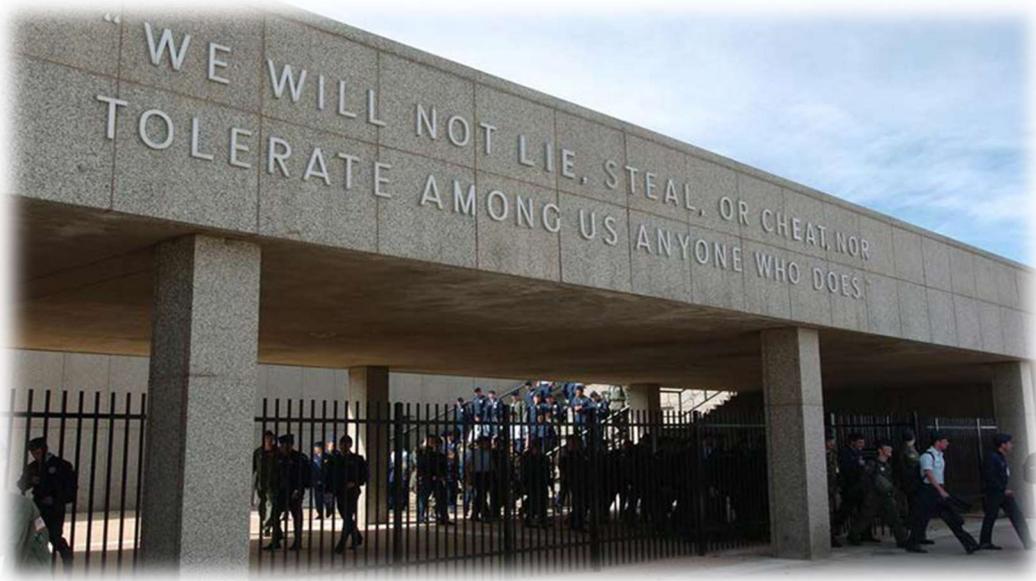


# Commitment

When you arrive at USAFA, you will be asked to take the Oath of Allegiance and sign an agreement that you will fulfill the following obligations:

- a. Complete the course of instruction at USAFA and serve on active duty as a commissioned officer in the Regular Air Force or United States Space Force for at least five years after graduation.
- b. If authorized to resign from the Air Force before the eighth anniversary of your graduation, serve as an officer in the Reserve Component until that eighth anniversary.
- c. The Active Duty commitment for those disenrolled prior to graduation varies according to the manpower needs of the Air Force and the number of years the cadet has attended the USAFA.

***NOTE: Failure to perform during the required period of active duty may cause you to incur a liability to reimburse the United States Government for an appropriate portion of the cost of your USAFA education.***



The modern air, space, and cyber force depends on speed, mobility, global range, and flexibility. As an Air Force officer, you may spend a significant amount of time away from your permanent base, even in peacetime. If you are committed to being an active participant in building the world's most respected air, space, and cyber force, and realize some degree of hardship is inherent to the concept of service, then USAFA is the place to begin!

## Application Tips

It is important to complete your candidate kit quickly for panel review. Be sure to keep in contact with your Admissions Counseling Team as they are able to answer any application questions or concerns that may arise. The Admissions Office would like to wish all candidates the best of luck in the application process. GOOD LUCK!!!



UNITED STATES  
**AIR FORCE**  
**ACADEMY**

**United States Air Force Academy Admissions**

**Office HQ USAFA/RRS**  
**2304 Cadet Drive, Suite 2300**  
**USAF Academy CO 80840-5025**  
**[www.academyadmissions.com](http://www.academyadmissions.com)**