

INSTRUCTIONS TO FORMER CADETS

11 Sep 2013

Dear Former Cadet

As a former cadet, you must compete for an appointment along with other qualified candidates. You must first be approved to reapply by writing a letter to the Admissions Office as well as filling out a precandidate questionnaire. The specific information required in the letter is detailed in the instructions on page 3 of this instruction packet. The precandidate questionnaire can be filled out online. If you are approved to reapply, your candidacy will receive the attention of the Former Cadet Panel staffed by senior members of the Academy. The panel will make a recommendation to the Director of Admissions as to whether your candidacy should be forwarded to the Academy Board for a final decision. The Former Cadet Panel, the Director of Admissions, and the Academy Board (if forwarded) will carefully consider your overall record as a cadet. Additionally, the reason for your disenrollment, your overall achievement since leaving the academy, the experience you have gained, and the reasons that have caused you to seek readmission will all be considered. In all cases, your application will be weighed against the needs of the Air Force.

To be considered for reappointment, you also must secure a nomination, and complete all requirements in the "Instructions to Candidates" booklet except as noted in the instructions below. Read the "Instructions to Candidates" booklet and the attached "Instructions to Former Cadets" very carefully and keep them for future reference.

If you need assistance regarding any problems with your candidacy please contact your counselor. Ms. Kim Land will advise those whose last name begins with the letters (A-K) and Ms. Beatriz Comp will advise those whose last name begins with the letters (L-Z). They can be reached at 719-333-3804 or 1-800-443-9266. You have my best wishes for success in reentering the Cadet Wing!

Sincerely



PHILLIP DREW PROSSEDA, Ph.D.
Chief, Selections Division

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GENERAL INFORMATION

1. Former cadets are required to fill out a Precandidate Questionnaire online at www.academyadmissions.com and you will be required to submit a letter requesting readmission. The Candidate Kits will typically be on-line and accessible to former cadets beginning in July after we receive and approve your readmission request.
2. The name and address of the Admissions Liaison Officer (ALO) in your area will be assigned to you upon the approval of your readmission request. You are required to interview with an ALO if you reside in the United States or the Admissions Office directs another ALO evaluation.
3. We want our mail to reach you. If you are at a temporary address, please tell us. If your address changes please notify us of the correct address immediately. Military personnel MUST include military organization and PSC Box Number. Also, please keep your Member of Congress informed of your current address and phone number, both permanent and temporary.
4. You must secure a new nomination from a nominating source.
5. Former cadets who accept reappointment will be required to submit another certificate stating that they are not married and have no dependent children.
6. If you decide to withdraw from further consideration for an appointment at any time during this process, please submit a signed and dated written statement.

Former Cadet Counselor Contact Information

Region 4

Ms. Kim Land (last names beginning with A-K)

kimberly.land@usafa.edu

Or

Ms. Bea Comp (last names beginning with L-Z)

beatriz.comp@usafa.edu

719-333-3804 or 1-800-443-9266

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READMISSION REQUIREMENTS

1. You must be able to graduate before reaching your 27th birthday.
2. Request readmission by writing a letter to the Admissions Office. The letter must arrive by 1 October if you are seeking a spring admission or by 1 January if you desire to return in the summer. Give complete contact information to include original class year, name, current address, telephone number, and e-mail address. Give complete contact information for parents, if you are not easily accessible to include names, addresses, telephone numbers and e-mail addresses. The following questions must be included, answered and formatted as below in the body of the letter.
 - a. Why did you leave USAFA?
 - b. Were you deficient in any area before you departed USAFA (academics, athletics, character, military—academic probation, athletic probation, honor probation, conduct or aptitude probation)? If so how have you corrected those deficiencies?
 - c. What did you do while you were gone?
 - d. What did you learn from your time at USAFA and how did you apply that while gone?
 - e. Describe any special language, cultural, or other abilities, lessons, or insights you acquired while away and how you will use this experience to enrich and diversify the student body of USAFA if you are allowed to return?
 - f. Why should USAFA readmit you?
 - g. Do you have any special requests for optional summer training or academic opportunities?
 - i. **Note 1:** If approved for return to the Academy, the Commandant in coordination with the Registrar and Athletic Department will set the exact reporting date. The reporting date will be based on mandatory requirements for training, athletics, and academics.
 - ii. **Note 2: If you have any special requests such as an optional summer academic course, please make the request in your letter requesting readmission. Once the reporting date is set it cannot be changed unless there are extenuating circumstances.**
3. If approved to apply for readmission, all admission materials to include letters of recommendation must arrive in the Admissions office by the 1st of November for all January readmission requests. All admission materials must arrive by the 1st of February for all June readmission requests. **Approval to reapply does not guarantee readmission.**
4. USAFA will obtain your disenrollment documents. However, if you wish to speed up the process please send us your DD Form 785 and any other disenrollment documents along with your letter requesting readmission.
5. You must submit college transcripts for all college work completed except college work completed at USAFA.

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- a. **If you were academically deficient at the time you resigned or if you were disenrolled from the Academy, you must have completed at least 15 semester-hours of full time course-work at an accredited college or university.** The course work must show an above average performance in the courses in which you received below average grades at the Academy. Courses must be taken during the same semester at a single college or university. Courses completed via the internet will not be accepted. Your hours from the Academy together with those accumulated from another college must give you at the very least a 2.0 GPA. However, to become competitive for readmission you should strive to maintain at least a 3.0 GPA and no grade lower than a C in any course. Any attempted course load should be similar to what you have taken at the Academy.
 - b. **If you failed a course, you must retake it or an equivalent course and obtain a grade no lower than a B. Questions regarding a class that is to be replaced with a grade from another school should be discussed and coordinated with the Academy's Registrar (phone 719-333-3970 for Ms. Paula Britton or Dr. Hal Taylor).**
 - c. Refer to USAFA Instruction 36-2005, paragraph 4 for more information.
6. If your resignation was for other than academic deficiency and your departure from the Academy exceeds one full academic year, you should demonstrate that your academic proficiency has been maintained by sending us a transcript of any recent college course work.
 7. Your academic record from your previous candidacy may be adjusted based on an evaluation of any transcripts received for subsequent college attendance.
 8. The Scholastic Aptitude Test (SAT) and American College Testing Program (ACT) scores from your previous candidacy will be used.
 9. Once you have been approved to reapply, the required admissions forms can be accessed from our website: <https://admissions.usafa.af.mil/secure/online/OnlineApplication.exe>. Download and read the "Instructions to Candidate" booklet before completing any forms. Depending on when you departed the Academy, you may have to complete a full application or an abbreviated application. In all cases complete all forms that are assigned in your application.
 10. Since you are required to have a current qualifying medical status, you will need to complete a Health Questionnaire which will be sent to you. Please complete and return this questionnaire in a timely manner. If you have any new or previously unreported medical concerns you will be required to take another DoDMERB exam. If your time from departure to re-admittance exceeds 2.5 years, you will be required to take a new DoDMERB medical exam instead of filling out the health questionnaire.
 11. If you voluntarily resigned in order to perform a religious mission and/or are living outside the United States, you must provide the Admissions Office with means to communicate with you or your family throughout the admissions process. We realize you may be in a remote location while serving your mission or pursuing other opportunities.
 12. You should seek a nomination from every source for which you are eligible. Obtain a nomination from a legal nomination source as you did when you were first appointed. Keep in mind; **neither your U.S. Representative nor your U.S. Senator is obligated to nominate you.** Due to an increasing number of highly qualified applicants each year, some Congresspersons and Senators are choosing not to nominate former cadets. Also request a nomination from the Vice President. The deadline to request a vice presidential nomination is 31 January. **Former cadets who are unable to secure a nomination will not be readmitted.**

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13. **Approval to reapply does not guarantee readmission.** Upon leaving the Academy you received information on the reapplication process. At that time you were reminded that you may find difficulty in returning to the Academy due to the competitiveness of the class and the decrease in wing strength. This remains true; if you have questions please call your Admissions Counselor.

A Former Cadet Panel comprised of a cross-section of senior Academy staff, reviews each qualified admission file. The subjective component that is evaluated is primarily your motivation and potential for success at the Academy and future performance as an Air Force officer. It is here also, that your Writing Sample, and everything else in the admissions file, is reviewed in evaluating the "whole person."

NOTIFICATION OF ADMISSION STATUS

1. Only highly qualified former cadets will be considered for reappointment. You will be considered in early December, if you applied for January readmission, and in April for summer/fall readmission. Questions regarding class and date of reentry should be directed to the Office of the Registrar, HQ USAFA/DFR, 2354 Fairchild Dr., Suite 2300, USAF Academy CO 80840-6210, telephone 719-333-3970.
2. **Dates of re-entry and summer training are determined by graduation requirements and special requests made in the initial request for return letter. These dates are not flexible.**
3. An offer of appointment to a former cadet who has attended college will be conditional if the college transcript has not been received, or if the transcript has been received and the record is marginal. The conditional offer of appointment may be withdrawn if the transcript for the final term of enrollment shows a cumulative GPA less than 2.00 on a 4-point scale or marginal grades in courses in which below average grades were received here at the Academy. See Readmission requirements on page 3.
4. Former cadets receiving an appointment to the Air Force Academy are asked to bring their uniforms and computer with them upon re-entry. A former cadet who no longer has these items will be required to purchase them upon entry.
5. Former cadets are not given additional weight allowance on their travel orders. Any additional charges will be the responsibility of the returning cadet.
6. Former cadets who are disqualified for readmission will be notified in December or May.