Dear Candidate,

Thank you for your interest and application to the United States Military Academy at West Point.

The Academy is focused on inspiring and admitting diverse, high caliber young men and women ensuring that each graduate is a commissioned leader of character, committed to the values of Duty, Honor, Country and prepared for a career of professional excellence and service to the Nation as an officer in the United States Army. Admittance into the United States Military Academy is highly competitive.

Our application process is comprehensive. We evaluate your scholastic, leadership, and athletic character qualifications, as well as medical and physical qualifications for military service. Our Admissions staff is here to help you! Should you need any assistance in completing your application, please refer to the Regional Map included in this booklet.

Again, thank you for your interest in the United States Military Academy and good luck.

Sincerely,

Deborah J. McDonald
Colonel, U.S. Army
Director of Admissions
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PART I
APPLICATION OVERVIEW
I. APPLICATION OVERVIEW

The West Point application cycle operates in 2 phases. Phase I is from February 1st through May 31st. This phase allows candidates to open their application and is generally for those interested in apply for the Summer Leaders Experience (SLE). During this phase, you can only update minimal information and no official submissions are required.

The SLE application window is from February 1st through March 15th. SLE decisions will be made and all candidates notified of their status no later than April 15th.

Phase II is from June 1st through January 31st and your Candidate Kit (aka Second Step Kit/SSK) will be made available. During this phase you will submit official documents as part of your full West Point application. Please note that not all candidates will receive a Candidate Kit on/around June 1st. Candidates must have a SAT/ACT score on file and have a competitive application. If you do not have the Candidate Kit after August 1st, reach out to your Regional Team for more information.

I. DASHBOARD OVERVIEW

When you first login to your Candidate Portal you will be brought to the home page. This page includes information for you and links to other pages in your account.

YOUR ACCOUNT

(Candidate Tours)

Any candidate with an open application may request an official visit to West Point. Official visits include both daily and overnight visits. Note: Overnight visits are only for candidates who have received a Letter of Assurance, Letter of Encouragement, or Offer of Admission. To schedule a tour, select Apply and a new window will open. In this window, select Orientation Visit Requests, then New Tour Request. On the new screen, select either Daily or Overnight, then select the calendar icon. From the calendar view select your preferred date and the window will automatically close. Next, select the shirt size and number of individuals who will be attending the tour. Finally, select the Request Tour button.

After requesting the tour, you will receive an email to your address on record with information on your visit request. A letter will also be posted in the Official Correspondence pane.

(Update Your Application Data)

During Phase I of the application cycle, you will use this link to update basic information in your application. During Phase II, you must message your regional team to update information that cannot be corrected using the Candidate Kit.

(Your Application Overview)

You will use this link the most throughout your full application cycle.

During Phase I, the Application Overview will only display an “Application Under Evaluation” status.

During Phase II, if you have a Candidate Kit, you will see a list of items that must be completed by January 31st. Detailed explanations for these items are available in Part II of this booklet.

If, after August 1st, you do not see the Candidate Kit, please contact your Regional Team for more information on what you must do to have the Candidate Kit released.

(Your Profile)

Your Profile will display information you provided as part of your initial application submission. To update this information, you must contact your Regional Team.

(Nomination Information)

All Candidates require a nomination to attend West Point. The Nomination Information link provides contact information for your Congressional and Senatorial representatives and documents for Service-Connected nominations. For more information on nominations, please reference page 9 of this booklet.

(Field Force)

The Field Force are local volunteers in your district/state who can help you with the application and answer many of the questions you may have. They work closely with the Admissions office and have access to information which enables them to assist you.

(Contact Us)

If you have any questions, use the Contact Us link to send your Regional Team an email.

(Update Your Phone or Email)

To update your contact information, you will use this link. You should provide YOUR personal email (not a school or parent email address) because all correspondence will be delivered to this email. School firewalls can block messages delivered from our network. You should check your spam/junk folders regularly.

(Change Password)

If you would like to change the password you use to access the Candidate Portal, use this link.

(Withdraw Your Application)

If you decide you would not like to pursue West Point, you may select the Withdraw Your Application link to close your file.

OFFICIAL CORRESPONDENCE

Any official correspondence from West Point will be posted to this pane. To view the correspondence, click the Adobe PDF icon and the document will open in another window.
PART II
CANDIDATE KIT
I. CANDIDATE KIT

Candidate Personal Data Record (CPDR)
All candidates must complete a personal data record. If you are a prior candidate, you must resubmit this form with current information. Pay close attention to the items asking you if you have ever been cited, arrested, convicted, charged, or fined for any violation of law. If an offer is tendered to West Point, your local law enforcement agency must complete a Police Records Check for you. Every year the admissions office withdraws offers of admission because candidates have failed to report all the necessary information requested.

Candidate Background and Experience Form
This questionnaire is for marketing and research data only. Data is anonymized and answers will not impact your chances of selection in any way. Please answer these questions honestly.

Official ACT or SAT Scores
All candidates must take the timed SAT or ACT with Writing. Note: SAT no longer offers the option Essay and it is not required. West Point does not accept un-timed scores for an academic evaluation or ACTs without the optional writing section. Results are superscored so we recommend you take both the SAT and/or ACT plus Writing multiple times. You are not required to take the ACT Writing section each time you take the test but you must take it at least once. All scores must be received by January 31st so pay attention to test dates and subsequent result release dates.

West Point College code for SAT is 2924. West Point College code for ACT is 2976.

While not required, your advanced placement test scores are considered in student placement for West Point. Please note that only the official scores are accepted by the admissions office. If you are a prior candidate, your previous scores will be used unless the admissions office receives higher scores from a subsequent exam.

Request for Academic Information
Enter the contact information of your high school guidance counselor or other school official who will submit your six-semester transcripts.

If you are in college, submit the information for an official at the high school you attended so a complete high school transcript can be submitted. A college transcript with fall grades of the current year is required before any admissions decision is made.

High School Transcripts
As part of the Request for Academic Information, your guidance counselor will upload your transcripts using a link included in the Request for Academic Information.

College Transcripts
If you are a college student, you must submit your current college transcripts and grades to the admissions office using your college’s official method.

Candidate Activities Record (CAR)
The Candidate Activities Record (CAR) is a record of your extracurricular and athletic participation for grades 9 through 12. Fill in your counselor’s information, then click the CAR hyperlink to complete the online form verifying your activities. Once submitted, your counselor will receive an email to verify the information you listed.

Ensure you indicate the number of years you participated and lettered in a varsity sport. Indicate any athletic special merit awards and if you participated as a manager or as a member of a junior varsity team. You may use the remarks section for further explanation.

If you are in college, list any athletic participation and extracurricular activities on the Supplemental Information Sheet. This will not need to be verified by a school official.

If you are a prior candidate and your information has not changed you must indicate that within the remarks section so that your previous CAR can be placed into your current application. If data has changed you must re-submit the CAR with the current information.

Candidate Statements (Essays)
All candidates are required to compose responses to three topics listed on the online candidate statement form. You must complete your statements before your admissions file will be evaluated. Since the responses will be reviewed and graded, we highly recommend that you take your time composing the responses before submitting them. If you are a prior candidate you must rewrite and resubmit your candidate statement.
Candidate Fitness Assessment (CFA)

Satisfactory completion of the Candidate Fitness Assessment (CFA) is one of the requirements for admission to the United States Military Academy. 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 the six events in the CFA and practice. 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, push-ups and a 1-mile run. NOTE: You must submit individual videos through your candidate portal of your pushups and pullups/flexed-arm hang.

In order to qualify for admission to the service academies, you must take and pass the CFA. You should remember that your score is a combination of your best efforts on each of the six events. Strive for excellence and the highest possible score. It is your responsibility to arrange for a qualified person to conduct your examination.

We encourage you to familiarize yourself with the requirements for each event and practice before taking the CFA exam. Nearly 25 percent of all applicants are disqualified each year for substandard CFA scores. Below is a chart of how the CFA will be tested.

If you are a prior candidate you must re-take the Candidate Fitness Assessment.

CFA Administrators can be the following:
- Physical Education Teachers
- Military Academy Liaison Officers
- Military Officers or Noncommissioned Officers
- Professors of Military Science
- Field Force Representatives
- J/ROTC Instructors
- Coaches and relatives may not administer your CFA

CFA Testing Instructions:
Refer to the CFA instructions here on how to prepare for and administer the CFA. The CFA administrator will submit the CFA scorecards through a link provided when you input their information. You, the candidate, must upload the two CFA videos using the Candidate Portal Upload Docs link.

Employer’s Evaluation of Candidate
This is OPTIONAL. It is not required by all and only required if you are out of school and are currently employed. Your employer must complete the Employer’s Evaluation of Candidate form which is located on your candidate portal under “Additional Forms and Publications”. Complete the upper portion of the form and request that your employer complete the remainder and email the form directly to your admissions team. If you are a prior candidate and have worked since the last submission of your West Point application, this form should be submitted by your most recent employer.

II. SCHOOL OFFICIAL EVALUATIONS (SOEs)

Candidates must submit four School Official Evaluations (SOEs). These forms are submitted online by your school official. Once you have entered the contact information for your four school official’s, they will receive an email with a link to submit your evaluation. You are required to have the following SOEs: English instructor, math instructor, a lab science instructor (physics or chemistry) and a physical education instructor. For candidates who are not offered PE, below is a progression of individuals authorized to complete the PE SOE:

- PE Teacher
- Health Teacher
- Athletic Director
- CFA Administrator
- Coaches CANNOT submit the PE SOE if they are not also your PE Teacher

If you are a prior candidate and previously completed SOEs, they will be rolled forward into your new application.

If you are a college student, you are still required to submit four SOEs from high school. You will also submit two additional SOEs from either your college English, mathematics, science, or physical education professors or instructors. All college applicants are required to have a total of 6 SOEs.

If you are a Soldier you may submit your high school SOEs from your English, mathematics, science and physical education instructors or submit four evaluations from either your squad leader, platoon sergeant, platoon leader or first sergeant. Do not have your commander submit an evaluation since s/he is required to submit a separate commander’s assessment for your West Point application.

III. MEDICAL EXAMINATION

The medical process will not begin until a candidate has completed the majority of their application. The Department of Defense Medical Exam-
States senators, your representative in Congress, and a minimum, you should apply to your two United
Congressional nominations for which you are eligible. At connected nominations candidates must seek new congressional or service
Previous nominations do not carry over and prior can-
the House of Representatives and the Vice President.
You should send a request to the two U.S. senators
and select their nominees in late fall or early winter.
most nominations during the spring of your junior year. Most nom-
ination sources begin accepting applicants in the spring and select their nominees in late fall or early winter. You should send a request to the two U.S. senators from your state, your congressional representative in the House of Representatives and the Vice President. Previous nominations do not carry over and prior candidates must seek new congressional or service-connected nominations.

Congressional Nominations

It is in your best interest to apply for all congressional nominations for which you are eligible. At a minimum, you should apply to your two United States senators, your representative in Congress, and

IV. NOMINATIONS

You must obtain a nomination in order to compete for admissions to West Point. As a candidate you should apply for all nominations for which you are eligible during the spring of your junior year. Most nomination sources begin accepting applicants in the spring and select their nominees in late fall or early winter. You should send a request to the two U.S. senators from your state, your congressional representative in the House of Representatives and the Vice President. Previous nominations do not carry over and prior candidates must seek new congressional or service-connected nominations.

Military Service-Connected Nominations

Military service-connected nomination forms are available in your candidate portal and will be submitted directly to the Admissions office. All service-connected nominations must be received by December 15th.

Sons and Daughters of Deceased and Disabled Armed Forces Veterans:

This category is for sons and daughters of deceased or 100% disabled Armed Forces veterans whose death or disability was determined by the Veterans' Administration to be service-connected, and for sons and daughters of military personnel or federally employed civilians who are in a missing or captured status. Include a brief statement concerning the date, place and cause of death or the details of disability together with the claim number assigned to the veteran parent's case by the Veteran's Administration (if appropriate).

Sons and Daughters of Persons awarded the Medal of Honor:

Sons and daughters of Medal of Honor winners are eligible under this category. Include a brief statement of the date and circumstances of the award of the Medal of Honor, if applicable.

Sons and Daughters of "Career Military Personnel" (all Service Branches):

The category "career military personnel" refers to members of an armed force (Army, Navy, Air Force, Marines, Coast Guard) who are on active duty (other than for training) and who have served continuously on active duty for at least eight years, or who are (or who died while they were) retired with pay or granted re-
tired or retainer pay. Also included are service members currently serving in the reserve component who are credited with at least eight continuous years of service computed (2,880 point) under section 12733 of Title 10, United States Code. Finally, reservists who would be, or who died while they would have been, entitled to retirement pay except for not having attained 60 years of age are also included in this category. To claim this type of nomination, the applicant...
must furnish a statement of service, retirement orders, or casualty report. A stepparent's military service is applicable for this category only if the applicant was adopted.

Regular Army and Reserve Component:
To request a nomination under this category, submit your commander's assessment, which is included in your application portal. Please provide your commander with the “Information for Units and Commanders Endorsing Soldiers” document, which can be used during his/her interview with you. Soldiers who are not offered an appointment to West Point are automatically considered for enrollment in the United States Military Academy Preparatory School (USMAPS).

Army Junior and Senior ROTC Cadet Programs and Honor ROTC Units of Other Services:
Applicants currently enrolled in an Army Junior or Senior Reserve Officer Training Corps (ROTC) program or an ROTC program from another branch of service that has been designated as an Honor Unit with Distinction are eligible for a nomination in this category. A request for a ROTC Nomination should be made through your Professor of Military Science or Senior Instructor who must fill out and email a Request for ROTC Nomination (Form 5-497) to your admissions team. The form can also be submitted through the candidate portal.

All applications must be complete by 31 January.

II. VERIFICATION OF CITIZENSHIP

If you were born outside of the United States to American parents who are U.S. citizens, you must furnish proof of your citizenship and place of birth by submitting your U.S. Passport or a copy of the Department of State Form FS-240 (Consular Report of Birth Abroad). You may obtain this form by writing to the Department of State Passport Services or visiting their website at http://travel.state.gov/passport/get/first/first_825.html. The Admissions office will return your passport once citizenship has been confirmed. If you are a prior candidate you do not need to resubmit these forms.

If you were born outside of the United States to foreign parents and have obtained United States citizenship by naturalization or through the naturalization of your parents, you should furnish ONE of the following: a United States passport; the original citizenship certificate; or the Immigration & Naturalization Service Citizenship Verification form G-639 (preferred). Please send these documents by certified mail to:
West Point Admissions, Building 606, Thayer Road, West Point, NY 10996. For additional information visit their website at http://travel.state.gov.

You may apply as a non-citizen if you are scheduled to receive your U.S. citizenship prior to R-Day.

If you are a prior candidate you do not need to resubmit these forms.

V. WEST POINT PREPARATORY SCHOLARSHIP PROGRAM (USMAPS, CIVIL PREP)

All candidates who apply for West Point are also potential candidates to the United States Military Academy Preparatory School (USMAPS) or Civil Prep. There is no separate application.

The West Point Preparatory Scholarship Program provides a partial scholarship that is privately funded by the West Point Associates of Graduates (AOG). Approximately 50 students each year are selected for this scholarship.

The scholarship is only awarded to highly motivated students who are not selected for admission but who demonstrate potential for future consideration. Scholarship recipients attend a military junior college of their choice. They follow an approved college curriculum and retake the SAT/ACT with writing. All scholarship awardees must re-apply to West Point, seek a new congressional or service-connected nomination and accept an offer of admissions if tendered.
VI. GENERAL CANDIDATE PORTAL INSTRUCTIONS

The candidate portal contains all of the information needed to complete your West Point application. The majority of the actions concerning your application will be captured on the right side of the candidate portal. You will notice icons of three different colors which can serve as your file completion checklist:

- RED action is required
- AMBER action is pending
- GREEN action is complete

Over the course of your senior year and application process, depending upon your candidate status within the admission process, you will receive additional information and booklets to help you with the next steps.

If you happen to misplace your user ID and/or password you can easily retrieve this information by selecting the Forgot Password and/or Forgot user ID button located below the Candidate Portal log-on box.

Specific Instructions

If your personal data such as phone, cell phone, or email address changes, simply select the associated item and enter the new information. If there is additional information that requires updates you can also select the “Request for Change” hyperlink and an admission technician will be able to help you.

The goal is for you to change all icons on your candidate portal to a GREEN icon. After the admissions office receives and processes those items, they will update your icon accordingly. For other items you are required to enter a point of contact. Simply select that particular icon and follow the prompt. For example, on your School Official Evaluation (SOE) you will enter the email address of your teacher. Your teacher will then receive an email requesting them to provide an evaluation for you. Ensure that you select “Save Contact & Send Email Now” otherwise your teacher will not receive the request. One to two days after you submitted the information, check with your teacher to verify it was received. If it was not received, have your teacher check the spam/junk folder before contacting your admissions team.

Technical Recommendations and Application-Specific Questions

If at any point you or the point of contact person encounter any technical difficulties please send us an email at admissions@westpoint.edu explaining the issues you are experiencing. You may also choose to submit a “Technical & Usability Feedback Form” to further explain your technical difficulties with the candidate portal. The link can be found at the bottom of the main login page. Additionally, we strongly encourage the use of personal computers running Microsoft Windows and Internet Explorer.

If you have any questions regarding your application, please contact your Regional Admissions Team. A map with point of contact information, telephone, and email addresses is provided in your candidate portal.

Important Deadlines

- All applications must be complete by 31 January
- All candidates must be found medically qualified by 15 April