

USMMA Application Guide

SECTION 1 – Get Started.

1. **Create an account** in the *USMMA Applicant Portal* account at <https://applicant.usmma.erpcloud.com>. You will receive a confirmation email when your account is successfully created. (Check your SPAM folder)

Helpful hint: Use an email account that is specific to YOU, the applicant (not a shared or family email address) and one that you will have access to throughout the admission process and during enrollment at USMMA. We **discourage** the use of a school email address that will be inactivated after graduation/departure from that institution.

Helpful hint: If you already have an account in the *USMMA Applicant Portal*, you will see an error message telling you that an account already exists with your email address. Please **DO NOT** create a new account with a different email address. If you need assistance updating the email on your USMMA Applicant Portal account, contact UCASHelp@usmma.edu. If your account exists, you can move on to the next step.

Create Applicant Account



The *USMMA Applicant Portal* uses LOGIN.GOV to allow you to sign in to your account safely and securely. Applicants will need two things to access the *USMMA Applicant Portal*:

- An email address is required to create a *USMMA Applicant Portal* account. It is preferable that you use an email account that is specific to the applicant (not a shared or family email address) and one that you will have access to throughout the admission process and during enrollment at USMMA. We discourage use of a school email address that will be inactivated after graduation/departure from that institution.
- A LOGIN.GOV account is required with the same email address you will use to create your portal account. You must have access to the email on your LOGIN.GOV account to access the portal.

You will use your email address and LOGIN.GOV password to access the *USMMA Applicant Portal* - no additional credentials are needed.

Create an Account

Create an account using the button below.

Create New Account

2. You must **create a LOGIN.GOV account** at <https://www.login.gov/create-an-account> using the **same email address** that you used to create your *USMMA Applicant Portal* account. You must have access to the email on your LOGIN.GOV account to access the portal.

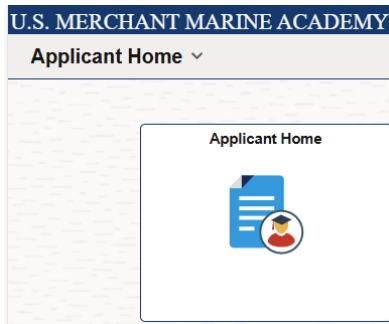
Helpful hint: You will use your email address and LOGIN.GOV password to access the **USMMA Applicant Portal** at <https://cs.usmma.erpcloud.com>.

SECTION 2 – Creating and Completing Your Application.

Sign into the **USMMA Applicant Portal** at <https://cs.usmma.erpcloud.com> using your portal account email address and your LOGIN.GOV password.

Helpful hint: If you get an error message when you attempt to sign in, be sure that you are going directly to the **USMMA Applicant Portal** at the above URL. Do NOT attempt to sign in from a link within your LOGIN.GOV account.

Click the *Applicant Home* tile:



Click the *New Application* button to start your application.

A screenshot of the USMMA Applicant Portal. On the left, there is a vertical navigation bar with a blue header containing a document icon and the text "Application Summary". The main content area has a blue header with the USMMA logo on the left and the text "UNITED STATES MERCHANT MARINE ACADEMY Kings Point, NY" on the right. Below the header is a section titled "Disclosures" with a light blue background. It contains three sub-sections: "PAPERWORK REDUCTION ACT NOTICE", "PRIVACY ACT STATEMENT", and "DISCLOSURE". Below the disclosures is a section titled "Instructions" with a light blue background. It contains a red text block with a warning about technical problems, a "Thank you" message, and several paragraphs of instructions. At the bottom of the page, there is a green arrow pointing right and a button labeled "New Application".

Disclosures

PAPERWORK REDUCTION ACT NOTICE
OMB NO: 2133-0010, Expiration: 12-31-2028

A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. The OMB Control Number for this information collection is 2133-0010. Public reporting for this collection of information is estimated to be approximately five hours per response, including the time for reviewing instructions, completing, and reviewing the collection of information. All responses to this collection of information are voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Maritime Administration, MAR-390, 1200 New Jersey Avenue, SE, Washington, DC 20560.

PRIVACY ACT STATEMENT
In accordance with 5 U.S.C. 552a, as amended, the following information is provided when supplying personal information to MARAD:

AUTHORITY: 46 U.S. Code 51302 - Nomination and competitive appointment of cadets; 46 U.S. Code 51303 - Non-competitive appointments; 46 U.S. Code 51306 - Cadet commitment agreements.

PURPOSE: The information is used to evaluate each applicant for an appointment to the U.S. Merchant Marine Academy.

ROUTINE USES: Information will be used by the United States Merchant Marine Academy as applicant background information to determine eligibility for appointment during the selection process, and to contact the applicant. The social security number is a basic identifier. Information may be shared within the Department of Transportation and Department of Defense in conjunction with functions required for admission to the Academy.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in a delay or inability to process the application to the Academy.

Instructions

We are working diligently to resolve reported technical problems with the USMMA Applicant Portal. At this time, applicants may resume or initiate a new application for the Class of 2031. If you experience any issues or error messages, please contact admissions@usmma.edu or ucashelp@usmma.edu.

Thank you for your interest in the U.S. Merchant Marine Academy!

Please review the *USMMA Application Guide* on the website at <https://www.usmma.edu/admissions/application/steps-admission> BEFORE beginning the *Application Form*.

You should **SUBMIT** your *Application Form* (Steps 1-4) after carefully answering all of the required questions and uploading your essay(s). Be sure to provide your **legal first, middle and last name** on your *Application Form* and all supporting documentation.

Shortly after confirming the information on Step 1 of the *Application Form* (1st page), you can return to this page and click the buttons to provide contact information for your *Evaluators* and review your *Application Checklist*.

DO NOT WAIT to submit your *Application Form* until your entire checklist is complete!

New Application

There are three parts to completing your application for admission:

- **Part 1:** Complete and Submit the Application Form
- **Part 2:** Provide Contact Information for Evaluators
- **Part 3:** Monitor the Application Checklist

Part 1 – Complete the Online Application Form (The Application is Four Steps/Pages)

Step 1 of 4: Applicant Information (page 1)

You must use your full LEGAL name, to include your middle name, as and if listed on your birth certificate (no nicknames). Your name and other information will show up automatically as it was entered when you created your portal account. Verify and update the information if necessary!

X Exit

Step 1 of 4: Applicant Information

Applicant Information

Application Information

Name:	Application Number:	Application Status: In Progress
Empl ID:	Admit Type:	Entry Year: 2027

Personal Information

*First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
*Last Name:	<input type="text"/>	Suffix:	<input type="text"/>
*Date of Birth:	<input type="text"/>	*Sex:	<input type="text"/>
*Are you a US Citizen?	<input type="radio"/> Yes <input type="radio"/> No	*Social Security Number:	<input type="text"/>

Make sure your Social Security Number is correct!

Contact Information

Email Information

*Type: Home	*Email Address: <input type="text"/>	Preferred: <input type="checkbox"/>
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Phone

*Type: <input type="text"/>	Country Code: <input type="text"/>	*Phone: <input type="text"/>	Ext: <input type="text"/>	Preferred: <input checked="" type="checkbox"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
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Home Address

Enter your Permanent Home Address as associated with your Congressional District

*Country: USA	<input type="button" value="Add Address"/>
Address: <input type="text"/>	

Mailing Address

My Mailing Address is different from my home address

Country: <input type="text"/>	<input type="button" value="Edit Address"/>
Address: <input type="text"/>	

Make sure your contact information is correct!

If you are not sure of your congressional district, contact information for your nominating authorities can be found at <https://www.senate.gov/senators/contact> and <https://www.house.gov/representatives/find-your-representative>.

Congressional District

Find Your Congressional District

Please use the magnifying glass to select the Congressional District associated with your Home Address

*Congressional District

Educational Background

Click Here to Select High School *High School: *Graduation Year

Postsecondary Education

If you attend(ed) a postsecondary institution AFTER high school graduation, use the magnifying glass to look up and select the institution.

School	CEEB Code	City	State	Country		
<input type="text"/>					<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Academic Program of Interest

Please choose the Academic Program in which you are tentatively interested. You will not have to commit to an Academic Program until after enrollment.

Academic Interest

Please note that you will not be able to change your academic interest once you make a selection. Not to worry, you will have ample time to make a change prior to beginning courses at the Academy.

Click the Save and Confirm button at the bottom the page!

Thank you for completing the first section of your application for admission to the U.S. Merchant Marine Academy. If your applicant type of Traditional applicant is correct, you can now proceed to the remainder of the application. If the applicant type is incorrect or you need information on page 1 to be corrected, please contact UCASHelp@usmma.edu or admissions@usmma.edu for assistance. (0,0)

Step 2 of 4: Demographic Information (page 2)

Complete required fields.

Click the Save button at the bottom of the page and the Next button at the top the page to move on.

Step 3 of 4: Activities, Essays and Uploads (page 3)

Extracurricular activities. USMMA seeks applicants who demonstrate leadership potential, teamwork, commitment, and the ability to balance competing responsibilities. Please provide information about your extracurricular involvement, including athletics, clubs, student government, volunteer service, Sea Cadets, JROTC, scouting, band, and related activities.

Required Essay. Follow guidance and attach your essay(s) as shown below. You may also **upload** your resume, unofficial transcript, unofficial SAT / ACT scoresheet, etc. In Step 4 you will have the ability to enter your SAT and/or ACT scores.

Essays

Applicants must provide a response to the required essay question and may also answer the optional question. Please follow the instructions carefully and respond to the question in its entirety. Applicants whose essays do not meet the length requirements may not be considered for an appointment.

All files for upload must be in .doc, .docx, or .PDF format. Uploads in .pages format will not be accepted. Please ensure file names do not include spaces or special characters.

Required Essay

In a minimum of (at least) 500 words, describe your reason(s) for wishing to attend USMMA, your curriculum preference, and your career interests. You should include information about relevant coursework, hobbies and activities, maritime-related experience, and/or military-related experience. You **MUST** also acknowledge the service obligation required for accepting an appointment to USMMA.

Please note: the required essay must be written in at least 500 words. The purpose of this essay is to demonstrate why you want to attend USMMA and should be specific to USMMA. You should research USMMA's educational program and careers in the maritime industry. You must specifically address the information requested in the essay prompt. Failure to address the requirements of the essay prompt may result in disqualification!



Add Attachment

View Attachment

Optional Essay

In 500 words or less, describe a personal experience in which you have overcome adversity.

Add Attachment

View Attachment

You will also be required to acknowledge the use of AI.

Use of AI Acknowledgement

By checking this box, you certify that your essay submission(s) are written in your own words. AI may be used for basic research and to check grammar and spelling. However, you may not use AI to outline your essay, draft content or generate any writing. The final written text of your essay must be your own.

I agree

Use the Next button to go to the next page.

Step 4 of 4: Submit Application Page (page 4)

Complete the required fields. You must have the required essay uploaded and all required questions answered to complete step 4 of 4. You will also be required to acknowledge the Service Obligation.

Acknowledgements

I understand if I am appointed, after reporting to the Academy to begin the program, I must sign a Service Obligation Contract as set forth in the current official catalog. I certify that the statements of dates, place of birth, citizenship, and all other information contained in this application are true and correct to the best of my knowledge. Knowingly providing false information may result in forfeiture of appointment to the Academy.

I agree

Save

Ensure you click the **Submit Application** button.

Submit Application

Once you hit the *Submit Application* button on this page, your application data will be **VIEW ONLY**. You will **NOT** be able to edit information in the *Application Form* after submitting the form. However, you may return to the Activities, Essays and Uploads page (Step 3 of 4) in the *Application Form* to attach additional documents after submitting your *Application Form*.

You will receive an email from admissions@usmma.edu to confirm submission of the *Application Form* and it will provide more information on next steps in admission process. Clicking *Submit Application* is only the first step.

Submit Application

NOTE: Within a few hours after completing and confirming Step 1 of the *Application Form*, you will see two new buttons in the Application Summary section on the main page:

Application Summary							Part 1	Part 2	Part 3
Application Number	Career	Acad Interest	Entry Year	Submission Status	Application Status	Status Date	Application Form	Evaluators	Application Checklist
103333	UGRD	UMT	2026	In Progress	Application on File	04/28/2025	Application Form	Evaluators	Application Checklist

If your Application Status shows “In Progress” on the Application Summary section of the home page, your Application Form (Part 1) is **not submitted**.

Application Summary							
Application Number	Career	Acad Interest	Entry Year	Submission Status	Application Status	Status Date	Application Form
103333	UGRD	UMT	2026	In Progress	Application on File	04/28/2025	Application Form

Application Summary									
Application Number	Career	Acad Interest	Entry Year	Submission Status	Application Status	Status Date	Application Form	Evaluators	Application Checklist
103331	UGRD	UME	2026	Submitted	Application Submitted	04/24/2025	Application Form	Evaluators	Application Checklist

Part 2 – Evaluations The Evaluators button appears AFTER applicants have successfully confirmed completion of the first page of the application form and an internal process is run to populate the required evaluator types based on the admit type.

You will be able to designate your contacts after you complete the first page of the Application Form (Part 1). Navigate back to your *Applicant Summary* page to access your *Evaluators* section:

Application Summary							Part 2		
Application Number	Career	Acad Interest	Entry Year	Submission Status	Application Status	Status Date	Application Form	Evaluators	Application Checklist
103333	UGRD	UMT	2026	In Progress	Application on File	04/28/2025	Application Form	Evaluators	Application Checklist

High School Counselor, Math, Science (Chemistry or Physics) and English Evaluations

Ensure that the contact information for your evaluators, especially the email address, is correct. Your evaluator will receive a system-generated email with instructions for completing and submitting the requested evaluations. The email will also include instructions for seeking technical assistance.

Evaluators

Please provide complete and accurate contact information for each of the required evaluator types below, which are pre-populated based on your application/admit type. Ensure appropriate capitalization and spelling of the evaluator name and CAREFULLY VERIFY the email address; otherwise, your evaluator **WILL NOT** receive the evaluation request email.

You do not have to enter all of your evaluator contacts at once. After you enter and review the contact information for an evaluator, you must check the box to "Send Recommendation Request on Save" and click "Save" at the bottom of the page. When the evaluation request email is generated successfully, you will see a date/time stamp indicating when the email was sent. You may also return to this page to resend an evaluation request email using the same steps.

It is recommended that you notify your evaluators when you initiate the request emails. Providing the date sent from this page will allow them to search for the email in junk mail in the event it does not arrive in their inbox. If you realize after you generated an evaluation request email that the email address was incorrect or the evaluator you entered is no longer available to complete the form, you can click the button that says "Change Evaluator" and re-enter the correct or new contact information. You will not be able to resend a request email if the evaluator has already submitted the evaluation form.

Evaluator Type	Counselor - High School		
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Work Phone	<input type="text"/>	*Email address	<input type="text"/>
*Job Title	<input type="text"/>	Send Recommendation Request on Save:	<input type="checkbox"/>
		Request Last Sent On	

Carefully complete evaluator contact info.

Click to send evaluation request upon save

Evaluator Type	Teacher Evaluator - English		
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Work Phone	<input type="text"/>	*Email address	<input type="text"/>
*Job Title	<input type="text"/>	Send Recommendation Request on Save:	<input type="checkbox"/>
		Request Last Sent On	

Time/date stamp will appear here once the evaluation request is sent.

Evaluator Type	Teacher Evaluator - Math		
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Work Phone	<input type="text"/>	*Email address	<input type="text"/>
*Job Title	<input type="text"/>	Send Recommendation Request on Save:	<input type="checkbox"/>
		Request Last Sent On	

Evaluator Type	Teacher Evaluator - Science		
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Work Phone	<input type="text"/>	*Email address	<input type="text"/>
*Job Title	<input type="text"/>	Send Recommendation Request on Save:	<input type="checkbox"/>
		Request Last Sent On	

Evaluator Type	Candidate Fitness Assessment Evaluator		
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
*Work Phone	<input type="text"/>	*Email address	<input type="text"/>
*Job Title	<input type="text"/>	Send Recommendation Request on Save:	<input type="checkbox"/>
		Request Last Sent On	

Please review your entries for accuracy. Once you check the box and click the Save button on this page, an email will be sent/re-sent to your evaluator(s) requesting the evaluation.

Save

Be sure to check the "Send Recommendation Request on Save" and then **also click save** at the bottom of the page. You will be asked to confirm your evaluators.

Please note: A letter of recommendation from your contacts is NOT sufficient. We must receive an evaluation. The evaluation form includes space for a narrative, letter of recommendation. The email

sent to your evaluators from admissions@usmma.edu will include instructions for seeking technical assistance.

Part 3 – Monitor your Application Checklist

To view your **Applicant Checklist**, navigate back to your *Application Summary* page:

Part 3

Application Summary									
Application Number	Career	Acad Interest	Entry Year	Submission Status	Application Status	Status Date	Application Form	Evaluators	Application Checklist
103333	UGRD	UMT	2026	In Progress	Application on File	04/28/2025	Application Form	Evaluators	Application Checklist

Monitor your checklist to ensure we have received all required application components. Your checklist will be populated after the system processes your admit type (i.e., first-time applicant, home-schooled student, college student, etc.).

Application Checklist - Status

Application Information

Name: _____ Application Number: _____ Application Status: _____

Application Checklist		
	Application Requirement	Checklist Status
1	Official HS Transcript (through 11th grade)	Incomplete
2	Official HS Transcript (diploma conferred)	Incomplete
3	Senior Schedule/Courses in Progress	Incomplete
4	Mid-year Grade Report	Incomplete
5	Citizenship Verification	Incomplete
6	Counselor Evaluation - High School	Incomplete
7	Teacher Evaluation - English	Incomplete
8	Teacher Evaluation - Math	Incomplete
9	Teacher Evaluation - Science	Incomplete
10	ACT/SAT Score Report - Official	Incomplete
11	ACT/SAT Score Report - Unofficial	Incomplete
12	Candidate Fitness Assessment (CFA)	Incomplete
13	DoDMERB Evaluation	Incomplete
14	Congressional Nomination	Incomplete

Turn these items to *Complete*

Important Information for Applicants

Review your checklist on a regular basis to ensure that you are monitoring delivery of required items to USMMA prior to the application deadline.

It is your responsibility to ensure that your checklist is complete.

Contact your counselor/evaluators to ensure they receive the evaluation request email from admissions@usmma.edu and submit the required documents.

Early submission of the following documents may result in an initial admission decision, *Academic Qualification*, by our Candidate Evaluation Board.

- Required essay
- Official high school transcript (through 11th grade)
- Counselor and teacher evaluations
- Senior schedule/courses in progress
- An official **OR** unofficial ACT/SAT score report

If your evaluators encounter issues accessing the portal, please ask them to contact admissions@usmma.edu directly for assistance.

NOTE: A Body Composition Assessment (BCA) will only appear on your checklist when it is required, if DoDMERB reports that you exceed maximum weight for height according to U.S. Navy standards.

You will also be able to monitor the status of your CFA, DoDMERB, Nominations received, and test scores on file from your Application Checklist page:

Candidate Fitness Assessment (CFA) Find | View All First ◀ 1 of 1 ▶ Last

Status Date: CFA Status:

DoDMERB Evaluation Find | View All First ◀ 1 of 1 ▶ Last

Status Date: DoDMERB Status:

Test Results

Test Component	Test Score	Test Date	Data Source
1			

Congressional Nomination

External Org ID	Nominating District	Contact Type	Contact Name	Nomination Status	Entered By	Date/Time
1						

Once we have the following items, your application can be reviewed for *Academic Qualification* by our Candidate Evaluation Board (CEB) and for an initial admissions decision. The CEB begins this process in early to mid-September.

1. **Official high school transcript (through 11th grade).** We only accept official transcripts from your school. Your counselor can submit transcripts with the High School Counselor evaluation, email them to admissions@usmma.edu, or send them via a third party such as Parchment.
2. **Official high school transcript (diploma conferred).** The official diploma conferred transcript is only required for high school graduates or for appointees who will enroll at USMMA after graduation in the entry year.
3. **Senior schedule/courses in progress.** If not included on your transcript, we will need a document from your counselor that shows your senior year courses in progress. Note: We understand your mid-year grades will not be available until the end of your senior year first term. Your counselor should NOT wait to submit the evaluation and your transcripts with your mid-year grades. We will accept your mid-year grades when available, even if after the February 1st application deadline.
4. **Mid-year Grade Report.** This is due after your fall term is complete and may be submitted after the February 1st deadline.
5. **Either an official or unofficial ACT/SAT score report.** If you have not sent us your official test scores, you can upload unofficial scores on your *Activities, Essays and Uploads* page. We will need official

scores if you are offered and accept an appointment. Note: Candidates with SAT scores below **550** or ACT Math, English and Reading scores below **23** are generally not competitive for appointment.

Note: If we have your official SAT or ACT scores, we do not need your unofficial scores.

To be Fully Qualified for appointment, the following are required:

- 1. A passing Candidate Fitness Assessment (CFA).** You only need to take the CFA once. CFAs are scored as PASS or FAIL. Do not wait to take the CFA! If you fail the CFA, you may retake it up until the February 1st deadline.

Note: If you have taken the CFA with another service academy, you can request to have the scores sent to USMMA via email to admissions@usmma.edu.

- 2. Medical Qualification.** Once authorized to schedule your medical exams you will receive an instructional email from DoDMERB (check your spam/junk folder) to register for an account in DMACS, the DoDMERB portal. Schedule your medical exams as quickly as possible. This process can take several months. Once your exams are completed, monitor your medical status via the DoDMERB Applicant Portal at <https://ready2serve.dmacs.health.mil/>. If you are not **medically qualified by April 16th**, USMMA will close your application.

Note: The initial registration email is valid for 90 days. After 90 days you must email the DoDMERB helpdesk to request a new registration link: dha.ncr.dod-merb.mbx.helpdesk@health.mil. Once notified, you will schedule your medical exams via www.dodmets.com.

- 3. Nomination.** Request a nomination from your House of Representatives member and/or your Senator(s). You only need one nomination to USMMA. Receiving more than one nomination will not increase your chances of admission. However, you need at least one nomination. Ensure USMMA is your top federal service academy choice when requesting the nomination, follow your nominator's timeline and application process, and approach the nomination panel interview like it is your first major job interview.

Note: USMMA receives nominations via a nomination portal. If you have NOT started an application, we cannot receive your nomination.

What's my Status?

1. What does the current status on my application mean?

- Submission Status (refers to the Application Form – Part 1)
 - In-Progress – You confirmed the first page but have not submitted Part 1.
 - Submitted – You submitted Part 1.
- Application Status (refers to your admission status)
 - Application on File – You confirmed page 1 of the Application Form and can now enter your Evaluators and access your Checklist.
 - Application Submitted – You have completed the Application Form (Part 1)

- Under Review – we have received all required components for your Academic evaluation; the file is under review for an initial admissions decision.
- Letter of Assurance (LOA) – You have earned a conditional offer that is contingent upon full qualification.
- Principal Fully Qualified – You have earned an appointment to USMMA.
- Waitlisted – USMMA cannot make an admissions decision at this time. Please understand that you are competing against other candidates for a state vacancy. Admissions decisions are made as the state qualified candidate pool becomes clearer.
- Medically Disqualified – You have been medically disqualified and are no longer being considered for admission.
- Not Qualified – You do not meet minimum admissions requirements.
- Qualified Not Selected – You are qualified but unfortunately are not competitive for an appointment offer and have not been selected for an appointment.

Common mistakes:

1. Waiting for your nomination to start or submit your application.
 - Submit your application before you receive a nomination.
2. Waiting to schedule your DoDMERB medical appointments.
 - Schedule your exams as soon as you are authorized to take them as the process can be very lengthy.
3. Submitting a poorly written essay that does not address our essay prompt or meet our minimum word count.
 - The essay is a scored application component. You may be disqualified if your essay fails to meet the requirements of the prompt. We want to see that you have researched our program, and we are interested in understanding what is motivating you to apply to the Academy. Don't recycle your essay for another academic institution's essay prompt. Ensure you have provided at least 500 words. Do not use AI to generate your essay. Finally, YOU MUST ACKNOWLEDGE THE SERVICE OBLIGATION!
4. Not providing adequate time for your selected contacts to provide evaluations.
 - If we do not receive required application items by the deadline, we will close your file!
5. Waiting to schedule the CFA.
 - Prepare for the CFA but ensure you get this requirement out of the way as soon as possible.
6. Thinking that your application is complete after clicking the Submit button in your portal.
 - The application consists of two parts: the *Application Form* and the *Evaluations*. After you complete the two parts you must monitor your checklist to ensure all requirements are complete.
7. Waiting until the end of January to get started on your application.
 - Completing your application takes time. USMMA requires information from your counselor and three teachers. Give your counselor enough time to submit the Counselor Evaluation and

submit your transcripts. Give your designated math, lab science and English teachers enough time to complete and submit their evaluations.

Remember: It is your responsibility to ensure that your checklist is complete – follow-up with evaluators and counselors to ensure they submit the required documents. It is recommended that you notify your evaluators when you send the evaluation request emails. That way they can check their spam/junk mailbox if they know when the evaluations were sent from admissions@usmma.edu.

Useful Tips:

Tip 1: Pay attention to the February 1 deadline. It is your responsibility (*not the USMMA Office of Admissions or your evaluators*) to ensure that we receive the required items as indicated on your checklist by the deadline.

Tip 2: Be thorough when entering your extracurricular activities on Page 3 of the Application Form. We want to see your involvement beyond the classroom. USMMA values commitment, leadership potential, and teamwork, and wants to see that you are able to effectively handle multiple priorities. List athletic participation, club participation, student government, volunteer work, Sea Cadet, JROTC, scouting, band participation, etc. You may also upload a resume, but this should be to supplement and not to replace the content entered on this page.

Tip 3: Get a head start on your **essay**. Save a working draft and have someone review it prior to uploading the essay in your portal. Clearly convey your motivation for admission to USMMA and answer the requirements of the essay prompt. Do not submit essays written for other programs.

Tip 4: Ensure that you have identified the contacts that will provide your evaluations in the applicant portal. Speak to your contacts about the timeline and give them ample time to complete the task. Follow up to ensure the evaluations are on track!

Tip 5: Unless you have a **1600 SAT** or **36 ACT score**, take the SAT/ACT more than once. USMMA super-scores.

Tip 6: Academic performance and preparation: Our academic curriculum is an exceptionally rigorous STEM-based curriculum. We want to see **calculus** (or at least pre-calculus), **chemistry AND physics** on your transcript and/or reflected in your courses in progress. **Minimum admissions requirements are:** Three units of Math (algebra, geometry and trigonometry (pre-calculus or calculus in lieu of trigonometry is OK); one lab science (chemistry or physics; note conceptual courses or standard earth science courses do not meet this requirement) and three units of English.

Tip 7: Visit the Academy for an **overnight visit** if possible. Make sure this is the right place for you!
<https://www.usmma.edu/admissions/admissions-visits>

Tip 8: Communicate with your Admissions Officer. Respond to any emails from your Admissions Officer. Their contact information can be found here: <https://www.usmma.edu/admissions/admissions-officers>.

Tip 9: Understand that you are being evaluated throughout the admissions process. If we hear from your parents more than we hear from you, we may determine that you lack the leadership skills and motivation expected of a USMMA Midshipman and future graduate.

FAQs:

1. What documents will I need to provide to verify my citizenship?

Accurate data and documentation is essential. For Citizenship verification, you will need to upload one or more of the following documents, as applicable:

- U.S. Passport.
- Certified U.S. Birth Certificate.
- Certificate of Naturalization – Issued by USCIS to immigrants who became U.S. citizens through the naturalization process.
- Certificate of Citizenship – Issued to people who became U.S. citizens through their parents (at birth or later).
- Consular Report of Birth Abroad – For those born abroad to U.S. citizen parents, issued by the U.S. embassy or consulate.

Please be sure to also verify your date of birth, your social security number, and make certain that you have entered your full name (first, middle and last name) as reflected on your birth certificate.

2. Who should submit teacher evaluations?

We must receive evaluations from an English teacher, a math teacher and a lab science (must be chemistry or physics).

3. What if I am in college?

Candidates who are enrolled full-time in college or university while applying to USMMA must submit two evaluations from college teachers (must be a combination of English, math, or lab science (either chemistry or physics)) and one letter from a high school teacher (English, math or lab science). We also need your final high school transcript (diploma conferred), college courses in progress, and college transcript when available.

4. What if I am home schooled? Can my parent(s) submit teacher evaluation?

No. Your parent can submit the counselor evaluation. If a parent is the sole educator, request evaluations from three people that are in positions to provide an assessment of your character, leadership and potential for success at USMMA.

5. I don't have mid-year grades yet. Can I still submit my application? Is it complete?

You should submit your application as soon as possible. Do not wait on mid-year grades, Your counselor should submit mid-year grades when they are available.

6. How can I submit SAT or ACT scores?

Send official test scores using the following codes:

SAT: 2923

ACT: 2974

7. What about optional test sections on the ACT?

ACT Science Reasoning or the ACT Writing Test are not required.

8. What are the latest SAT or ACT scores that are considered?

We will accept test results up to March test dates of the year of admission.

9. What items are required to initiate the review process of my application?

1. Completed Application Form - Including the required essay (ensure you click the submit button)
2. Completed Counselor, Math, Science, and English Teacher Evaluations
3. Either an official or unofficial ACT/SAT score report
4. Official high school transcript (through 11th grade)
5. Senior schedule/courses in progress

10. What items are required by the 1 February deadline?

The items listed above plus your CFA and your nomination by a U.S. Representative or U.S. Senator from your State of Residence. Mid-year grades are required as soon as available, if not available by February 1.

11. What if I did not take one of the required math or science courses?

If you have not completed or are not scheduled to complete our minimum math and science course requirements for admission, we encourage you to talk with your counselor about getting on track or explore opportunities to take a required course at a local community college.

12. When is the deadline for medical qualification?

April 16th.

13. I've been medically disqualified. What do I do?

Contact your Admissions Officer to request consideration for a medical waiver. USMMA will initiate the medical waiver process if you are competitive for admission. Medical waivers are not guaranteed.

14. I took the CFA for another service academy. Will you accept the results?

Yes- if you have taken the CFA for USAFA, USNA or USMA, you can request to have the results sent to our office at admissions@usmma.edu.

15. How will I be notified of my admissions status?

Applicants that are waitlisted or non-select will be notified via email. Applicants that are offered a LOA or appointment offer are notified via FEDEX.

16. I've been waitlisted. When will I receive my final admissions status?

A majority of our admissions decisions are made by early-April. However, USMMA continues to offer appointments to waitlisted applicants until the class is full. There is generally a large waitlist segment offered immediately after May 1st. Candidates may be selected to fill remaining vacancies through May and into early June.

17. Can I be considered for a Preparatory School Sponsorship?

Yes – talk to your regional admissions officer about prep sponsorship opportunities. There is no additional application process. Prep spots are very limited. If you have a strong interest in a maritime career but are not competitive for appointment, you may be considered for a preparatory school sponsorship.

18. What are the benefits of a Preparatory School Sponsorship?

USMMA provide a \$5,000 per semester sponsorship to attend a two-semester prep program focused on preparing you for the rigorous math and science courses you will take as a first-year student at the Academy. Applicants that successfully complete the program are offered an appointment with the next class. Further, applicants that are approved by the Secretary of Transportation for a sponsorship are not required to obtain a congressional nomination for the following year's application cycle.

19. I am a foreign student. Can I apply?

Foreign students may be considered for admission. The first step is to contact the U.S. Defense Attaché Office at your U.S. embassy, as an official endorsement from your appropriate government ministry is required. You must also contact the admissions office to obtain specific application instructions. Please note – Admissions must receive your government endorsed application by January 1st of the application cycle.

20. I entered the incorrect social security number (or date of birth). How can I correct this?

Email us at admissions@usmma.edu and we will make the corrections. We may request supporting documentation.

21. What do I do if my home or mailing address has changed?

Email us at admissions@usmma.edu as soon as possible and we will update your information.

22. What do I do if my email address has changed?

Email us at admissions@usmma.edu and we will update your email. You must then go to Login.gov and update your new email address so that you can continue to access the USMMA application portal.