

USMMA Application Guide

SECTION 1 – What’s Needed to Get Started?

1. You must create an account in the *USMMA Applicant Portal* account at <https://applicant.usmma.erpacloud.com>. You will receive a confirmation email when your account is successfully created.

Helpful hint: It is preferable that you 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. In this situation, you can now move on to the next step. If you need assistance updating the email on your USMMA Applicant Portal account, contact UCASHelp@usmma.edu.

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.

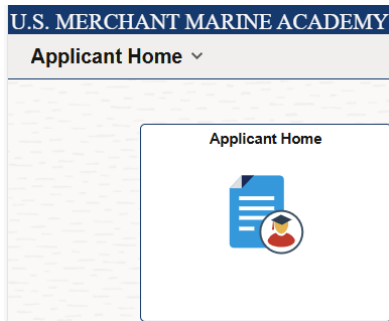
Helpful hint: You will use your email address and LOGIN.GOV password to access the *USMMA Applicant Portal* - no additional credentials are needed. The portal URL is <https://cs.usmma.erpacloud.com>.

SECTION 2 – Creating and Completing Your Application

Sign into the *USMMA Applicant Portal* at <https://cs.usmma.erpacloud.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 and NOT attempting 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.



Disclosures

PAPERWORK REDUCTION ACT NOTICE

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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

Thank you for your interest in the U.S. Merchant Marine Academy. Please ensure you have reviewed the Applicant Instructions on the website at <https://www.usmma.edu/admissions/application/steps-admission> BEFORE beginning your application. You should SUBMIT your application (Steps 1-4) after carefully answering all of the required questions and uploading your essay(s). Be sure to use your legal first, middle and last name on your application and all supporting documentation. Shortly after confirming the information in Step1 of the application form, you can return to this page to provide contact information for your Evaluators and review your Checklist. DO NOT WAIT to submit your application 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!

Personal Information

First Name:

Middle Name:

Last Name:

Suffix:

Date of Birth:

Gender:

Are you a US Citizen?

☐ Yes ☐ No

Social Security Number:

Contact Information

Email Information

Phone

Make sure your Social Security Number is correct!

Make sure your contact information is correct!

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

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

Use the Next button to go to the next page.

Step 1 of 4: Applicant Information

Next >

Step 2 of 4: Demographic Information

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

Required Essay. Upload it on the *Activities, Essays and Uploads* page (Step 3 of 4).

Required Essay

In a minimum of 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.

Upload Essay

Essay - Required

Add Attachment

View Attachment

Delete Attachment

Step 4 of 4: Submit Application Page

Ensure you click the *Submit Application* button on Step 4 of 4 in the Application Form. You do not have to wait until your checklist is complete to submit the Application Form (Part 1). You should submit as soon as possible. Note: You must have an essay uploaded and all required questions answered to submit Part 1.

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

Submit Application

Once you hit the Submit Application button on this page, your application data will be VIEW ONLY.

Submit Application

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	<div>Application Form</div>

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	<div>Application Form</div>	<div>Evaluators</div>	<div>Application Checklist</div>

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:

Part 2

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

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

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 TypeCounselor - High School

*First Name

*Last Name

*Work Phone

*Email address

*Job Title

Send Recommendation Request on Save: ☐

Request Last Sent On

Carefully complete evaluator contact info.

Click to send evaluation request upon save

Evaluator TypeTeacher Evaluator - English

*First Name

*Last Name

*Work Phone

*Email address

*Job Title

Send Recommendation Request on Save: ☐

Request Last Sent On

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

Evaluator TypeTeacher Evaluator - Math

*First Name

*Last Name

*Work Phone

*Email address

*Job Title

Send Recommendation Request on Save: ☐

Request Last Sent On

Evaluator TypeTeacher Evaluator - Science

*First Name

*Last Name

*Work Phone

*Email address

*Job Title

Send Recommendation Request on Save: ☐

Request Last Sent On

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.

Be sure to check the "Send Recommendation Request on Save" and then also click save at the bottom of the page.

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

If you make an error when entering the contact information for an evaluator, you can click Change Evaluator to enter a new contact or updated contact information.

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:

Empl ID:

Admit Type: Traditional

Entry Year: 2026

Application Checklist

Application Requirement	Checklist Status	Submitted Date
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 Counselor Evaluation - High School	Incomplete	
6 Teacher Evaluation - English	Incomplete	
7 Teacher Evaluation - Math	Incomplete	
8 Teacher Evaluation - Science	Incomplete	
9 ACT/SAT Score Report - Official	Incomplete	
10 ACT/SAT Score Report - Unofficial	Incomplete	
11 Candidate Fitness Assessment (CFA)	Incomplete	
12 DoDMERB Evaluation	Incomplete	
13 Congressional Nomination	Incomplete	

Turn these items to Complete

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 these 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. If you fail the CFA, you may retake it up until the February 1st deadline. 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.** Schedule your medical exams via www.dodmets.com. Once your exams are completed, monitor your medical status via the DoDMERB portal at <https://dodmerb.tricare.osd.mil/>. Once authorized to schedule your medical exams, schedule them as quickly as possible. This process can take several months. If you are not medically qualified by April 16th, USMMA will close your application.
- 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:

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 and submit them 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 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

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

The items listed above plus your CFA. Mid-year grades are required as soon as available, if not available by February 1.

10. 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.

11. When is the deadline for medical qualification?

April 16th

12. 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.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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.

18. 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.