

PROCEDURE MANUAL

USCGA INTERNATIONAL CADET PROGRAM APPLICATION PROCESS



Please contact the USCGA Admissions International Cadet Coordinator with any questions:

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International Cadet Application Process Timeline

March 1, 2019	Application Deadline – materials (below) received by USCGA
April 1, 2019	Notification of selections to embassy officials by DCO-I
May 1, 2019	Deadline for students to submit Acceptance of Appointment
May 2019	Visa (I-20) Forms forwarded to embassy officials
June 10, 2019	International Cadets' flight arrangements forwarded to USCGA
June 24 - 25, 2018	International Cadets arrive at USCGA (date subject to change)
June 26, 2019	International Cadet Orientation Program begins (date subject to change)
July 1, 2019	USCGA Swab Summer training period begins

The following items are enclosed in this package and are required for an application to be considered. All documents should be delivered to embassy officials, and the U.S. Embassy should forward the complete package to USCGA with their recommendation by March 1st.

1. USCGA International Cadet Nomination Form (last page of this manual)
2. USDAO or U.S. Embassy Official Interview and Recommendation
3. Government Agency Sponsorship Letter (optional but highly recommended)
4. USCGA International Application and Essays
5. USCGA Supplemental Forms
 - a. High School Transcript (translated copy must be provided)
 - b. College Transcript (if applicable, translated copy must be provided)
 - c. SAT or ACT scores (photocopy of score report(s) must be provided)
 - d. TOEFL or ECL scores (photocopy of score report(s) must be provided)
 - e. USCGA Physical Fitness Examination (PFE) Scoring Form must be provided
6. Medical Examination (optional, but highly recommended)

Helpful Information Regarding Application Items

1. **USCGA International Cadet Nomination Form:** This form must accompany all international applications. Applications without a nomination form will not be considered.
2. **USDAO Interview:** The purpose of the USDAO/Embassy interview is to have a U.S. military officer (or equivalent) rate the applicant's motivation and ability to serve in a U.S. military environment. Additionally, the interviewer should judge the applicant's conversational English skills. The USDAO/Embassy is often working with the applicant/sponsoring agency and possesses the "big picture" on the applicant's situation. There are no required questions, but a complete and honest assessment is critical to the admissions process. A memorandum or letter format is preferred and examples of past interview reports will be provided upon request.

3. **Government Agency Sponsorship Letter:** We require a letter indicating what government agency will sponsor the applicant. This letter of intent must be on official agency letterhead, with the printed name, signature, title and telephone number of the signatory. This is not intended to usurp the requirement for a more formal contract between the sponsoring government agency and the United States Government. The requirement for the letter of intent can be waived, since the formal contract will be required prior to the student's enrollment at USCGA; however, students with letters of intent on file will be placed at an advantage in the selection process.

4. **International Application and Essays:** The completed application allows the Admissions staff to better understand the student, and their family, as well as gain a complete understanding of a student's accomplishments, activities and interests. If helpful, a student may submit additional materials to fully account for their activities. The USCGA essays allow the applicant to demonstrate their interest in a U.S. Federal Maritime Service Academy, and how the four-year experience at USCGA will aid them in the pursuit of federal service within their home country. Additionally, the essays, in combination with SAT Reasoning (Critical Reading) and TOEFL scores, will allow for a more detailed understanding and assessment of an applicant's English language abilities.

5.a. **High School Transcript/Guidance Counselor Evaluation:** The guidance counselor is often in the best position to rate the quality of the applicant's academic preparation at their particular school and to compare this applicant to other students that have gone on to demanding collegiate programs. A copy of the high school transcript (translated into English) with explanations must be included.

5.b. **College Transcript:** If a student is currently attending college, preparatory school, or an academic preparation program of any kind, a copy of grades and a listing of courses in progress (translated into English) must be included.

5.c. **SAT or ACT Scores:** Standardized test scores (either SAT or ACT) can help provide a better understanding of an applicant's academic preparation and potential when taken into account with their high school transcript. Because the curriculum at USCGA is math-intensive, more weight will be given to the Math scores than the Critical Reading or English scores. A minimum score of 600 Math and 600 Critical Reading on the SAT (26 Math and 27 English on ACT) is recommended. The SAT Essay score or ACT Writing Test is not required, but should be submitted if available. **Applications received without SAT or ACT scores will not be considered.**

5.d. **TOEFL or ECL Scores:** When English is not the native language of an applicant's country, the TOEFL (or ECL with prior approval from USCGA) is required. More weight will be given to the TOEFL than the Critical Reading or English portion of the SAT or ACT standardized exams. A minimum score of 560 points for ITP (paper based) or 90 points for iBT (computer based) on the TOEFL or 80 points on the ECL is recommended. **Applications received without TOEFL or ECL scores will not be considered.**

5.e. **USCGA Physical Fitness Examination (including Swimming Assessment):** The USCGA PFE is designed solely to assess an applicant's physical conditioning prior to enrolling at USCGA. The USDAO or other embassy official should administer and/or witness the applicant's performance on the exam; however, it is acceptable for a coach or PE instructor from the applicant's school to conduct

the evaluation. A minimum passing score of 130 points is required for consideration, but scores above 165 points are desirable. Additional information about USCGA fitness requirements is available in the PFE Manual found in the supplemental forms package.

Swimming is a vital skill considering the operating and training environment of USCGA Cadets. A swimming test (consisting of a 25-yard continuous swim and 15 minutes treading water) should be administered by any of the following: government or military personnel, U.S. Embassy personnel, applicant's coach or PE instructor. If an appropriate facility is not available to administer this test, it can be waived.

6. **Medical:** The applicant must be medically fit for service in the sponsoring agency. A doctor or practitioner should certify that the applicant is fit for strenuous physical activity in a military training environment. There is no formal requirement for a medical exam; however, students with medical documentation on file will be placed at an advantage in the selection process. All applicants are required to provide immunization records to the USCGA International Cadet Program Coordinator prior to arrival at the Academy. All students will undergo a thorough physical examination at the start of the Swab Summer training period. If serious/chronic problems are discovered, an applicant may be disenrolled and immediately sent home. All International Cadets will be enrolled in TRICARE, the Department of Defense's health insurance carrier, upon arrival at USCGA.



International Cadet Nomination Form



Please attach this form to the top of all application packages and submit to:

Director of Admissions (to)
U.S. Coast Guard Academy
31 Mohegan Avenue
New London, CT 06320
ATTN: International Cadet Program

Applicant Name: _____
First Middle Last

Date of Birth: _____ Country: _____
Month Day Year

Gender: ☐ Male ☐ Female

Marital Status: ☐ Unmarried with no legal obligations from any prior marriage
☐ Other (please explain): _____

Is sponsoring country able to pay annual tuition? ☐ Yes ☐ No

The following information pertains to the USDAO or other U.S. Embassy Official assisting in this application:

Name: _____
Title/Rank First Last

Mailing Address: _____

Telephone Number: _____
Country Code Office # Fax #

E-Mail Address: _____

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