Office of U.S. Congresswoman Michelle Lujan Grisham

Serving the 1st District of New Mexico

Service Academy Nomination Application Packet

U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico

TIMETABLE OF APPLICATION PROCESS, ELIGIBILITY REQUIREMENTS AND SELECTION CRITERIA

Timetable for the Application Process:

April 7, 2015: **Application Process Opens**

Students, who reside in the First Congressional District of New Mexico and meet the eligibility criteria, may begin submitting application materials to request a Congressional Nomination to a Service Academy. You may request a nomination packet at any time up to the deadline. However, the earlier you begin the process of applying and gathering the required materials, the better.

October 9, 2015: **Nomination Application Deadline**

ALL application packets and required materials MUST be submitted by **11:59pm October 9, 2015. NO EXCEPTIONS.** Only electronic submissions will be accepted. The only exceptions to this are SAT/ACT scores and official transcripts; these may be submitted via sealed envelope to the district office. Send application packets to:

LujanGrishamAcademySubmissions@mail.house.gov

Send or deliver official transcripts and SAT/ACT scores to:

Congresswoman Michelle Lujan Grisham
Attn: Academy Nominations
400 Gold Avenue SW
Suite 680
Albuquerque, NM 87102

Applicants are responsible for making sure their files are complete. If you do not submit the required information by the above deadline, your application will not be considered.

November 7, 2015: Interviews by Selection Panel

The Service Academy Selection Panel will interview all applicants who qualify for a nomination.

Mid-December 2015: Announcement of Nominees

The nominations will be made and all nominees will be notified.

February 2016: Offers of Appointment from Academies

Nominations by U.S. Congresswoman Michelle Lujan Grisham do not automatically result in selection by the Military Service Academies. **Selection for appointment to each Academy is ultimately decided upon by the academies.**

Eligibility Requirements

Applicants must meet the following requirements as of July 1 of the year of admission to the Academy:

I. Age: The student must be between 17 and 22 years of age.

II. Citizenship: Applicant must be a United States Citizen by November 1 of the application year.

III. Marital Status: Must be unmarried, not pregnant and have no legal obligation to support children or other dependents.

IV. Domicile: Candidate must reside in the 1st Congressional District of New Mexico

Selection Criteria

Nominations from U.S. Congresswoman Michelle Lujan Grisham are based on a "whole person" evaluation. Applicants are considered for nomination based upon four levels of criteria:

I. **Scholarship:** Evaluation of academic records will include the applicant's grade point average, SAT/ACT scores, class ranking, student's willingness to embrace academic challenges, and, if applicable, any college records.

II. **Leadership:** Consideration will be made based on the student's leadership experience and potential command ability. The consideration of this qualification will be based upon the applicant's record of extracurricular activities. Quality of involvement is stressed over the number of activities.

III. **Character/Motivation:** Consideration of the motivation and desire of applicants to attend a service academy is based upon the essay submitted by the applicant, their recommendation, and their interview before the Academy Nominee Selection Board.

IV. **Competitiveness:** The final consideration of an applicant for a nomination is comparative n nature, appraising each applicant's attributes against all others who are applying.

If you have any questions please feel free to contact Jon Moore at (505) 346-6781 or Jon.Moore@mail.house.gov

U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico

APPLICATION REQUIREMENTS

To be considered for a nomination, a student must read all guidelines carefully and complete all of the steps below prior to **October 9, 2015**. Please send items 1-6 to LujanGrishamAcademySubmissions@mail.house.gov. Please send all documents as a **single PDF file**. Do not email items individually. **Only PDFs will be accepted**. Use the included checklist as a coversheet when you submit your application packet. Once you have sent the documents call and verify that they have been received.

Send SAT/ACT scores and transcripts (items 7 and 8) to our district office:

Office of U.S. Congresswoman Michelle Lujan Grisham
Attn: Jon Moore
400 Gold Avenue SW. Suite 680
Albuquerque, NM 87102

All completed applications much be received by **October 9, 2015**. **No exceptions will be made.**

Materials:

1. **Letter Requesting Nomination** – Submit a letter to U.S. Congresswoman Michelle Lujan Grisham requesting a nomination. This must be written in a formal business format.
2. **Application for Nomination** - Return the completed Application for Nomination.
3. **Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities, and any other notable accomplishments.
4. **Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission. **This essay must be separate and distinct from your letter.**
5. **Photo** – Attach a recent photo to your completed application. Photos must be color portraits. Make sure the photo is tasteful and professional (no selfies, etc.).
6. **Letters of Recommendation** – Submit three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. **One** from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; **one** from an employer or extracurricular faculty advisor; and **one** from a person of your choice. You want these letters to appear

professional and include contact information for the individual writing them. Academic and professional letters must be on official school/business letterhead. Again, submit as a PDF only—no word documents.

7. **Official Transcripts** – Submit a copy of your official transcripts to be sent directly from your high school (or college) to the above address.
8. **Standardized Test Results –** Have your scores sent directly from the testing services to the above address. If your standardized test score is notated on your transcript that is sufficient. We will accept test results past the October 9th deadline provided that they are postmarked on or before that date.

MILITARY SERVICE ACADEMY INFORMATION

The President of the United States, Vice President, Members of Congress and some other agencies and organizations have the authority to nominate persons for admission to a Service Academy.

Applicants should direct any questions regarding the admissions process for a particular Academy to the Academy's Admissions office. Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Contact information for each of the academies is listed below.

United States Military Academy
Director of Admissions
United States Military Academy
606 Thayer Road
West Point, New York 10996
(845) 938-4041 or (800) 822-2769
Website: http://www.usma.edu

United States Air Force Academy
USAFA/RRS 2304 Cadet Drive, Suite 200
USAF Academy, Colorado 80840
(800) 443-9266
Website: http://www.usafa.af.mil

United States Coast Guard Academy
Director of Admissions
15 Mohegan Avenue
New London, Connecticut 06320
(800) 883-USCG

Website: http://www.cga.edu
*It is not necessary to seek a Nomination to attend the Coast Guard Academy. USCGA accepts candidates based on their own testing criteria. Any individual interested in applying must contact the Academy directly.

United States Naval Academy
Candidate Guidance Office
United States Naval Academy
117 Decatur Road
Annapolis, Maryland 21402
(410) 293-4361 or (800) 638-9156
Website: http://www.usna.edu

United States Merchant Marine Academy
Director of Admissions
U.S. Merchant Marine Academy
Kings Point, New York 11024
(800) 732-6267
Website: http://usmma.edu

U.S. Congresswoman Michelle Lujan Grisham
1st Congressional District of New Mexico

ACADEMY NOMINATION APPLICATION

Please Rank the Academies to which you are applying in the order of your preference (one to five, as applicable):

____ United States Air Force Academy ____ United States Naval Academy
____ United States Military Academy ____ United States Coast Guard (no nominations made)
____ United States Merchant Marine Academy

PERSONAL INFORMATION:

NAME: _____
Last First Middle

Nickname or familiar first name: _____

Permanent Address: _____
Street/PO Box City State Zip

Mailing Address: _____
Street/PO Box City State Zip

Home Phone #: (_____)_____ Cell #: (_____)_____

Email: _____

Date of Birth: ___/___/___ Place of Birth: _____

Social Security #:_____-____-_____ Gender: _____

Parents/Guardian: _____

(Father or guardian / daytime phone number)

_____

(Mother or guardian / daytime phone number)

Parent email: _____

ACADEMIC INFORMATION:

High School: _____

Anticipated Date of Graduation: _____

Weighted GPA: _____ Unweighted GPA: _____

Class Rank: _____ Class Size: _____

ACT: Composite: _____ Date taken: _____

English: _____ Math: _____ Writing: _____ Science: _____

SAT: Verbal: _____ Math: _____ Writing: _____ Date taken: _____

College/University experience: (if applicable):

_____

_____

(Include name of institution, dates of attendance, GPA)

Attachments:

Please provide the following documents as attachments to these forms as part of the application:

- **Letter Requesting Nomination –** Submit a letter to U.S. Congresswoman Michelle Lujan Grisham requesting a nomination.
- **Application for Nomination –** Return the completed Application for nomination.
- **Resume –** Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities and other notable accomplishments.
- **Essay –** Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission.

- **Photo –** Attach a recent photo to your completed application (does not have to be a professional photo).
- **Letters of Recommendation** – Submit at least three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. One from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; one from an employer or extracurricular faculty advisor; and one from a person of your choice.
- Please make sure that you have your **Official Transcripts, School Disciplinary file (if applicable),** and all **Standardized Test Results** sent directly to our office.

Signatures:

I hereby certify that I am a legal resident of the 1st Congressional District of the State of New Mexico and meet all of the eligibility requirements as states in the information guide and application provided by U.S. Congresswoman Michelle Lujan Grisham's office.

I request that U.S. Congresswoman Michelle Lujan Grisham consider my application for a Congressional Nomination to the United States Service Academy or Academics that I have listed.

I understand that the deadline for this application is **October 9, 2015**. <u>If I have not submitted all of the requested information by the deadline, I understand that my application may not be given consideration.</u>

I, the undersigned, certify that the information I have provided on this application is accurate and has been completed to the best of my knowledge.

Applicant Signature: _____

Applicant Name (printed): _____

Date: _____

For applicants under 18 years of age:

I approve of this application and certify that all of the information provided by my child or ward is accurate.

I understand that if my child or ward is nominated to a Service Academy, any announcement to the news media will be made by U.S. Congresswoman Michelle Lujan Grisham's Office.

Signature of Parent/Legal Guardian: _____

Name (printed): _____

Date: _____

Academy Nominations Checklist

<u>Deadline:</u> October 9th 2015

Applicant Name: _____

- ◇ 1. Letter Requesting Nomination
- ◇ 2. Nomination Application
- ◇ 3. Resume
- ◇ 4. Essay
- ◇ 5. Photo
- ◇ 6. **THREE** Letters of Recommendation
  - ◇ a. Letter I
  - ◇ b. Letter II
  - ◇ c. Letter III

Submit the above items as a SINGLE PDF document. Use this checklist as your application packet coversheet.