Service Academy Nomination
Application Packet
Class of 2024

Representative Rob Wittman
ATTN: J. Schumacher, Academy Coordinator
6501 Mechanicsville Turnpike, Suite 102, Mechanicsville, VA 23111
Questions should be directed to: 804.730.6595
www.house.gov/wittman
Service Academy Congressional Nomination
Application Procedure

1. Preliminary Requirements

✓ Verify that all requirements of the academies have been met, which are as follows:
   • Must be unmarried, not pregnant, and have no legal obligation for a child or other dependents.
   • Must be a United States citizen.
   • Must be at least 17 years old and not have reached your 23rd birthday.
✓ The applicant must be a legal resident of the First Congressional District. Military families or anyone with questions about their residency should call the Mechanicsville Office at 804.730.6595.
✓ The applicant should write to their congressional offices at the end of their junior year of high school, expressing his or her interest in attending a service academy.
✓ It is the responsibility of each applicant to initiate a pre-candidate file at each academy to which they are seeking a nomination.

2. Application Form

✓ Complete all sections.
✓ Sign and date Section VII.
✓ Verify that you meet all requirements of the Nomination Process, which are as follows.

3. Letters of Recommendation (3)

✓ Ask your high school counselor, a teacher, or principal to provide a letter of recommendation.
✓ Include two additional letters of recommendation from teachers, coaches, employers, or someone who knows you well.
✓ Have all three individuals send the letter to you in a sealed envelope with their signature across the seal.

4. Transcript

✓ Ask your counselor or principal to provide you a copy of your school transcript.
✓ Make sure the transcript includes:
   • Your course listings and grades through the end of your junior year,
   • Current Grade Point Average,
   • Class rank (if provided by your high school),
   • SAT/ACT scores (if provided by your high school).
✓ The official transcript should be returned to you in a sealed envelope with a signature across the seal.
✓ If your school will not provide transcripts directly to students, have the school mail the transcript to the Mechanicsville District Office.
5. **Standardized Test Results**

✓ We recommend that you take the SAT or ACT as soon as possible.
✓ Since many transcripts include standardized test scores, you do not need to send official scores from the testing center, i.e. SAT and ACT.
✓ If you do choose to send an official report of your test scores, which is optional, please use the following codes:
  - SAT: 5740
  - ACT: 7724
✓ Regardless of if you have chosen to send official scores or if the scores are already included on your transcript, please fill out Section V with your most accurate scores. This is particularly important if you have retested or updated your scores.

6. **Essay**

✓ On a separate sheet of paper, please compose an essay on why you want to attend a U.S. Service Academy.
✓ Make sure it is approximately 300 words and entitled, “Why I Want to Attend a United States Service Academy.”

7. **Additional Attachments**

✓ A tasteful and recent photograph of yourself
✓ College transcripts, if applicable
✓ Optional resume of your accomplishments and activities

8. **Please Mail All Application Materials to:**

   Representative Rob Wittman  
   Attn: J. Schumacher  
   6501 Mechanicsville Turnpike, Suite 102  
   Mechanicsville, Virginia 23111

**Completed application packets must be received by October 31, 2019. No Exceptions.**
Service Academy Congressional Nomination Application

I. General

Applicant’s Legal Name: ________________________________________________________________

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<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Suffix</th>
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Home Address in the First District: _______________________________________________________

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<tr>
<th>Number and Street</th>
<th>City, State</th>
<th>Zip Code</th>
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</table>

Mailing Address (if different): _________________________________________________________

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<tr>
<th>Number and Street</th>
<th>City, State</th>
<th>Zip Code</th>
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</table>

Home Phone: ____________________________  Cell Phone: _________________________________

Place of Birth: _________________________  Date of Birth: _________________________________

Email Address: _________________________________________________________________

Academy Preferences (Please rank in order from greatest to least interest)

1. __________________________________________  2. ______________________________________

3. __________________________________________  4. ______________________________________

II. Family

Father’s Legal Name: ____________________________________________________  Circle One:  Living  Deceased

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<th>First</th>
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Father’s Occupation: __________________________  Preferred Phone Number: __________________________

Mother’s Legal Name: ____________________________________________________  Circle One:  Living  Deceased

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Mother’s Occupation: __________________________  Preferred Phone Number: __________________________

Legal Guardian, if other than parent: ________________________________________________________________

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<th>Full Legal Name</th>
<th>Relationship</th>
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III. High School Attended

Name of School: ___________________________________________ Graduation Year: __________

Address of School: __________________________________________

School Counselor: _______________________________ Counselor’s Phone Number: _______________

If you have taken or are taking courses at a college or university, please list them below:

<table>
<thead>
<tr>
<th>Institution</th>
<th>Course</th>
<th>Grade Received</th>
<th>Date of Attendance</th>
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IV. Activities and Awards

Please mark if you have participated in any of the following activities, indicating your grade level (9, 10, 11, or 12) at the time you participated.

______ Boy’s State/Nation    ____ Girl’s State/Nation    ______ Scout Leader    ______ Key Club

______ National Honor Society    ______ Junior ROTC Officer    ______ ROTC    ______ ROTC Officer

______ Class President    ______ Student Government    ______ Language Club    ______ Chorus/Band

Please list any additional extracurricular activities (personal, religious, academic, athletic, community, etc.) and/or any academic honors or extracurricular awards received in high school. If you need more space, please attach an optional resume of your accomplishments and activities.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade (9, 10, 11, 12)</th>
<th>Hours Per Week</th>
<th>Office Held/Award Received</th>
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V. Required Standardized Test Scores

If you have taken the following standardized tests, please list all dates of when you took the test along with the corresponding scores.

SAT: ____________________________

ACT: ____________________________

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<th>Verbal</th>
<th>Math</th>
<th>Writing</th>
<th>Date</th>
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<table>
<thead>
<tr>
<th>English</th>
<th>Reading</th>
<th>Math</th>
<th>Science</th>
<th>Composite</th>
<th>Date</th>
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If you have not taken the required test(s), please indicate the dates you plan to take them.

SAT: ____________________________

ACT: ____________________________

VI. Nomination

I am also seeking a nomination through:

Senator: ____________________________

Senator: ____________________________

Representative: ____________________________

Other: ____________________________

I have previously sought a nomination through (complete if applicable)

Name: ____________________________

Date: ____________________________

Results: ____________________________

VII. Signature

I certify that I am a legal resident of the First Congressional District of Virginia and that all information provided above is accurate.

___________________________________________________

Signature

___________________________________________________

Date