

CONGRESSWOMAN
**JENNIFER
McCLELLAN**



FOURTH DISTRICT OF VIRGINIA

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Service Academy Nomination Application Packet

U.S. Military Academy



U.S. Naval Academy



U.S. Air Force Academy



U.S. Merchant Marine Academy



Representative Jennifer McClellan

ATTN: John Montgomery, Academy Coordinator 11 S. 12th Street, Suite 401,
Richmond, VA 23219 Questions should be directed to: 804-486-1840

<https://mcclellan.house.gov/services/service-academy-nominations>

Service Academy Congressional Nomination Application Procedure

1. Preliminary Requirements

- a. Verify that all requirements of the academies have been met, which are as follows:
 - i. Must be unmarried, not pregnant, and have no legal obligation for a child or other dependents.
 - ii. Must be a United States citizen.
 - iii. Must be at least 17 years old and not have reached your 23rd birthday
- b. The applicant must be a legal resident of the Fourth Congressional District. Military families or anyone with questions about their residency should call the Richmond Office at 804-486-1840
- c. 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.
- d. 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

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

3. Letters of Recommendation (3)

- a. 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.
- b. Have all three individuals send the letter to you in a sealed envelope with their signature across the seal.
- c. Or – email the letters directly to John Montgomery:
John.montgomery@mail.house.gov

4. Transcript

- a. Ask your counselor or principal to provide you a copy of your school transcript.
- b. Make sure the transcript includes:
 - i. Your course listings and grades through the end of your junior year
 - ii. Current Grade Point Average
 - iii. Class rank (if provided by your high school)
 - iv. SAT/ACT scores (if provided by your high school)
- c. The official transcript should be returned to you in a sealed envelope with a signature across the seal.

5. Standardized Test Results

- a. We recommend that you take the SAT or ACT as soon as possible.
- b. Since many transcripts include standardized test scores, you do not need to send official scores from the testing center, i.e. SAT and ACT.

6. Essay

- a. On a separate sheet of paper, please compose an essay on why you want to attend a U.S. Service Academy.
- b. 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
- b. College transcripts, if applicable
- c. Optional resume of your accomplishments and activities

8. Please Mail All Application Materials to:

Representative Jennifer McClellan

Attn: John Montgomery,

11 S. 12th Street, Suite 401

Richmond, VA 23219

Completed application packets must be received by October 11, 2024. No Exceptions.

[APPLICATION ON NEXT PAGE]



Service Academy Congressional Nomination Application

I. General

Applicant's Legal Name:

Last First Middle Suffix

Home Address in the Fourth District:

Number and Street City State Zip Code

Mailing Address (if different):

Number and Street City State Zip Code

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. _____

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II. Family

Father's Legal Name: _____ Circle One: Living Deceased

Last

First

MI

Father's Occupation: _____ Phone Number: _____

Mother's Legal Name: _____ Circle One: Living Deceased

Last

First

MI

Mother's Occupation: _____ Phone Number: _____

Legal Guardian, if other than parent: _____

Legal Full Name

Relationship

II. High School Attended

Name of School: _____ Graduation Year: _____

Address of School:

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School Counselor: _____

Counselor's Phone Number: _____

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

| Institution | Course | Grade Received | Date of Attendance |
|-------------|--------|----------------|--------------------|
|-------------|--------|----------------|--------------------|

| Institution | Course | Grade Received | Date of Attendance |
|-------------|--------|----------------|--------------------|
|-------------|--------|----------------|--------------------|

| Institution | Course | Grade Received | Date of Attendance |
|-------------|--------|----------------|--------------------|
|-------------|--------|----------------|--------------------|

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

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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.

| Activity | Grade (9, 10, 11, 12) | Hours Per Week | Office Held/Award |
|----------|-----------------------|----------------|-------------------|
|----------|-----------------------|----------------|-------------------|

| Activity | Grade (9, 10, 11, 12) | Hours Per Week | Office Held/Award |
|----------|-----------------------|----------------|-------------------|
|----------|-----------------------|----------------|-------------------|

| Activity | Grade (9, 10, 11, 12) | Hours Per Week | Office Held/Award |
|----------|-----------------------|----------------|-------------------|
|----------|-----------------------|----------------|-------------------|

| Activity | Grade (9, 10, 11, 12) | Hours Per Week | Office Held/Award |
|----------|-----------------------|----------------|-------------------|
|----------|-----------------------|----------------|-------------------|

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:

| Verbal | Math | Writing | Date |
|--------|------|---------|------|
|--------|------|---------|------|

| Verbal | Math | Writing | Date |
|--------|------|---------|------|
|--------|------|---------|------|

ACT:

| English | Reading | Math | Science | Composite | Date |
|---------|---------|------|---------|-----------|------|
|---------|---------|------|---------|-----------|------|

| English | Reading | Math | Science | Composite | Date |
|---------|---------|------|---------|-----------|------|
|---------|---------|------|---------|-----------|------|

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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:

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:** _____

VI. Signature

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

Signature

Date