



Service Academy Nomination

Application Packet

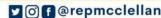


Representative Jennifer McClellan

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 SectionVII.
- 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: <u>John.Montgomery@mail.house.gov</u>



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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



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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 30, 2025. No Exceptions.

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Service Academy Congressional Nomination Application

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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 N	lumber:		
If you have taken or	are taking courses at a colle	ege 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
•		of the following activities, indic	cating your grade level
Boy's State/I	NationGirl's S	state/NationScout Leader	Key Club
National Ho	nor SocietyJunior	ROTC OfficerROTC	ROTC Officer
Class Presid	dentStudent Govern	nmentLanguage 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:				ACT:					
Verbal	Math	Writing	Date	English	Reading	Math	Science	Composite	Date
Verbal	Math	Writing	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.

Т:	ACT:
VI. Nomination	
l am also seeking a nominatio	on through:
Senator:	Senator:
Representative:	Other:
VI. Signature	Date:Results:
I certify that I am a legal resid information provided above is	ent of the Fourth Congressional District of Virginia and that all accurate.
Signature	Date