



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

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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.

[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
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Institution	Course	Grade Received	Date of Attendance
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Institution	Course	Grade Received	Date of Attendance
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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

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

Verbal	Math	Writing	Date
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Verbal	Math	Writing	Date
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ACT:

English	Reading	Math	Science	Composite	Date
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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