

I. *Getting Started*

Apply Early!

It is in your best interests to apply to and submit the required materials for the service academy (or academies) of your choice ASAP as most academies have a rolling admissions process that allows them to evaluate applications as they are completed. Additionally, applying to multiple academies at the same time is manageable because many of the academies are seeking similar recommendations, transcripts, medical exam results, etc.

Academy Contacts

US Military Academy

Director of Admissions
600 Thayer Road
West Point, NY 10996-9902
www.usma.edu

US Air Force Academy

HQ USAA/RRS
USAF Academy, CO 80840-9901
www.usafa.af.mil

US Naval Academy

Dean of Admissions
117 Decatur Road
Annapolis, MD 21402-5018
www.nadn.navy.mil

US Merchant Marine Academy

Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
www.usmma.edu

You should contact each academy directly to obtain catalogues, open a pre-candidate file and complete their application process while you are completing your applications for congressional nominations.

Seek all possible nominations

You should seek nominations from both United States Senators, your member in the House, the Vice President, and a Presidential nomination if applicable, i.e. for dependents of retired and active duty military personnel as well as all other nomination sources that apply to you.

Submit your nomination application and materials in one packet

Please submit your application and supplemental materials in one packet including your sealed recommendation letters and transcript; however, I strongly encourage you not to wait until the deadline to submit your materials. My deadline is Friday, October 30th, 2015. You may also access this application at my website <https://evanjenkins.house.gov>; select constituent services and then academy nominations.

HELPFUL HINT!!

Consider the United States Coast Guard Academy. To gain admission, apply directly to the Academy. The Coast Guard Academy does not require a nomination and offers appointments based solely on the applicant's qualifications. To obtain an application, contact:

Director of Admissions
US Coast Guard Academy
15 Mohegan Ave.
New London, Connecticut 06320-4195
1-800-883-8724

II. *Minimum Requirements*

All applicants must meet the following basic criteria in order to be considered for my nomination:

- You must be a citizen of the United States and domiciled in West Virginia. Domicile is defined as person's fixed, permanent and principal home. You are domiciled in West Virginia if your parent, legal guardian (or you) vote in and file state income tax returns in West Virginia.

NOTE: Children of active duty military must apply to the State of Record for the service member.

- Applicants to the Air Force, Military or Naval Academies must never have been married nor have any dependents.
- You must be at least 17 years of age but not older than 23 years of age to apply to the Air Force, Military or Naval Academies as of July 1st of the year of entrance. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25th birthday on July 1st.
- You must be able to enter an academy in June of 2016 – for ex. will you graduate from high/home school in 2016?
- **You must have taken the SAT or ACT at least once by my deadline. I strongly encourage you to take the SAT and/or ACT multiple times.**

The previous requirements are only minimum objective criteria. Emphasis is also placed on extracurricular activities, moral character, leadership potential, physical vigor and other qualifications applicable to the service academies.

III. *Completing My Application*

The following items must be received in my Huntington Office, 845 Fifth Avenue, Suite 314, Huntington, WV 25701 by 5 PM on Friday, October 30th, 2015.

- Letter requesting a nomination to a U.S. Service Academy
- Pg. 1 Contact Information Page
- Pg. 2 Affidavit of Domicile
- Pg. 3 Principal/Guidance Counselor Form with sealed Official Transcripts
- Pg. 4a-4b 2 Letters of Recommendation from adults who are not related to you
(You may provide a Maximum of 2 Recommendations)
- Pgs. 5-7 Essay question and Activities questionnaire
- Pg. 8 Photograph/Signature Page
- Official SAT scores and/or Official ACT scores (see score report codes listed below)

ACT/SAT Information

- We recommend that you take the ACT and/or SAT more than once.
- You must have **at least one score** on file with your application by **October 30th, 2015**.
- ACT Score Report Code: 7751, Evan H. Jenkins
- SAT Score Report Code: 5558, Evan H. Jenkins.

HELPFUL HINT!!!!

If you have contacted other nominating sources for a nomination, be certain to confirm their deadlines and application requirements. They will be different from mine.

Academy Review Board Interview

After October 30th, 2015 (provided your application is complete), I will send you a letter or an email with a date and time for your interview before my Academy Review Board, as applicable. These interviews are tentatively scheduled for Saturday, November 7, 2015 and Saturday, November 14, 2015.

IV. *How are Nominees Selected?*

- Service Academies make the final decision on appointments.
- Admission to the Academies is determined by each Academy. In addition to seeking my nomination, you must contact the Admissions Officer at each Academy directly to initiate a pre-candidate file.
- Each United States Senator and Representative may have five cadets/midshipman charged to them at the Air Force, Military and Naval Academies. Each member may submit up to ten names for each vacancy that they have during a nominating season. Vacancies are created when cadets/midshipmen either graduate or leave the academy. Ten names may be submitted to the Merchant Marine Academy each nominating period and there is no limit on the number of midshipman that a member can have at the Merchant Marine Academy at any one time. The ten names constitute a slate and the Academies consider making offers of appointment to each nominee.
- I nominate on a competitive basis. Members can nominate by using one of three methods-competitive, principal, or principal with numbered alternates. Nomination on a competitive basis asks the Academies to consider each nominee equally without any regard to rank or specific emphasis on a single candidate.
- My nomination does not guarantee an appointment. Final decisions on appointments are made by each individual Academy.

V. *Remember*

My deadline is **Friday, October 30th, 2015**. It is your responsibility to ensure that the **completed application** is submitted to my office by **5 PM on that day**. I encourage you to check the status of your application packet after you submit it. Please print legibly as your application materials will be shared with members of my Academy Review Board.

Any questions or need assistance? Please contact Michael Chirico at 304.522-2201

This is your application! It is your responsibility to make sure that all information is sent to my office, including those items from other parties, by the deadline.

AFFIDAVIT OF DOMICILE

THIS FORM IS TO BE COMPLETED BY THE PARENT OR LEGAL GUARDIAN OF THE INDIVIDUAL SEEKING MY NOMINATION TO A UNITED STATES SERVICE ACADEMY. IF YOU ARE NOT A MINOR (UNDER 18 YEARS OF AGE), YOU MAY ALSO COMPLETE THE FORM.

This statement establishes that the applicant or his/her parent or guardian is domiciled in the State of West Virginia. Domicile is defined as a person's fixed, permanent and principal home for legal purposes.

I, _____, being of lawful age (18) and a resident
PARENT'S/GUARDIAN'S OR STUDENT'S NAME - 18 YEARS AND OLDER

of _____, _____, West Virginia,
CITY COUNTY

do on oath and under penalties of perjury, depose and say:

That I am the parent entitled to the custody of, or the legal guardian of _____,
NAME OF APPLICANT

a minor, **or** am the applicant who has reached the age of majority, who has applied to Senator Shelley Moore Capito for consideration as a nominee to a United States Service Academy: that the said individual is either my son/daughter and is my legal ward who lives with me or myself: and that our/my domicile is

ADDRESS, INCLUDING CITY/TOWN AND STATE

This is in evidence thereof, I depose and say that:

I am registered as a voter in _____
CITY COUNTY STATE

And I file income tax returns and pay income taxes to the State of _____

SIGNATURE: _____ DATE: _____

PRINCIPAL/GUIDANCE COUNSELOR OFFICIAL FORM

THIS FORM MUST BE COMPLETED BY YOUR HIGH SCHOOL PRINCIPAL, HIGH SCHOOL GUIDANCE COUNSELOR OR HIGH SCHOOL REGISTRAR.

NAME OF APPLICANT: _____
LAST FIRST MIDDLE

ADDRESS OF APPLICANT: _____

APPLICANT'S PHONE: _____

YOUR NAME: _____

NAME OF SCHOOL: _____

ADDRESS OF SCHOOL: _____

SCHOOL TELEPHONE: _____

APPLICANT'S GRADE IN SCHOOL: ____ 10th Grade ____ 11th Grade ____ 12th Grade ____ Graduate

GRADE POINT AVERAGE: _____
4.0 SCALE (MUST BE PROVIDED) WEIGHTED SCALE (REFERENCE ONLY)

CLASS RANK: _____ of _____
RANK CLASS SIZE

1. Please attach the transcript of the final junior grades and beginning senior year grades.
2. Please attach final senior grades, if submitting information for a graduate.
3. Please include a copy of the applicant's Senior Year schedule.
4. **Please provide transcript(s) in a sealed envelope with the school official's signature across the seal.**

SIGNATURE: _____

TITLE: _____

DATE: _____

Applicant's Name: _____

**Congressman Evan H. Jenkins
845 Fifth Avenue, Suite 314
Huntington, WV 25701**

**Deadline: October 30th, 2015
Application Page 5**

ESSAY QUESTION

Why would you like to attend a United States Service Academy?

ESSAY MUST FIT IN THE SPACE PROVIDED.

Applicant's Name: _____

Congressman Evan H. Jenkins
845 Fifth Avenue, Suite 314
Huntington, WV 25701

Deadline: October 30th, 2015
Application Page 8

PLEASE ATTACH A RECENT PHOTOGRAPH OF YOURSELF
Photo must fit in space provided.

Academy Preference		
Service Academy	Have you applied? <i>Yes or No</i>	Please rank your 1st – 5th choice
<i>Ex. Air Force</i>	Yes	2 nd
<i>Ex. Naval</i>	No	N/A
<i>Ex. Merchant Marine</i>	Yes	1 st
Air Force		
Coast Guard		
Merchant Marine		
Military (West Point)		
Naval		

I certify that the answers given in this application are exact and complete to the best of my knowledge and belief. I understand that any nomination made is subject to my meeting the physical, mental, academic and leadership requirements of the academies. I understand that if I receive Congressman Jenkins' nomination, I will enter into competition for selection by the academy itself.

SIGNATURE OF APPLICANT: _____ DATE: _____