

Helpful Hints for Senator Bennet's Online Service Academy Nomination Process

Questionnaire: The questionnaire section of the application is comprised of yes/no answers and short answers. No attachments are required for this section.

- **Personal Data**
 - This section requests your basic contact information.
- **Constituent Data**
 - It is important to know ahead of time, which other Congressional offices you applied to as well as your preference for interview location. Please note that the service academy nomination process is highly competitive, and our office is unable to interview all applicants.
- **Academy Preferences**
 - It is essential to indicate **only** the academies for which you plan on applying to because you may receive a nomination to an academy other than your first choice. A completed pre-candidate file at more than one academy enhances your chances of being offered an appointment.
- **Academic Information**
 - Please provide us with up-to-date information about your academic institution. If you are not in school you will be prompted to provide your current occupation.
- **Test Scores**
 - You will need to enter in your most recent test scores as well as upload a PDF copy in the **checklist items** portion of the website. Our office accepts Super Scoring results.
- **School and Community Activities**
 - In 60 words or less, list your involvement in school and community activities. Include information relative to offices held, awards and honors received. Show also years of involvement in each activity.


Example:

9-12 Co-captain basketball
2012 Eagle Scout
Senior class president
9-12 Honor roll & Dean's list
Summer of 2011 Boys & Girls Club volunteer
9-12 Big Brothers Big Sisters volunteer

- **Personal letter**
 - In less than 500 words please explain to Senator Bennet your desire for a nomination to attend the Service Academy of your choice. This letter will be submitted online as a portion of your application, **not** an attachment.

Questionnaire

Diagram of Questionnaire section:

THE UNITED STATES SENATE

Courtney Davis
Office of Senator Michael Bennet
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Service Academy Nominations Application

[Home](#) | [Checklist](#) | [Instructions](#) |

Due Date: 10/08/2012 (11:59 PM ET)

Questionnaire

A. Complete Each Section


The **questionnaire** section of the application is composed of seven sections. By answering these questions to the best of your ability, our office will get to know more about you as a candidate. Upon completion of the **questionnaire** section, you will enter the second and final part of the application, the **checklist** section. This section requires you to upload the following documents in **PDF** form to the email provided. The "Helpful Hints" document is available on our website which provides a visual for you to follow while completing this section.

<http://bennet.senate.gov/services/nominations>

If at any point during this process you have questions, please feel free to contact the nominations coordinator at (303) 455-7600 or email Academy_Nominations@bennet.senate.gov.

Sections

- 1: [Personal Data](#)
- 2: [Constituent Data](#)
- 3: [Academy Preferences](#)
- 4: [Academic Information](#)
- 5: [Test Scores](#)
- 6: [School and Community Activities](#)
- 7: [Personal Letter to Senator Bennet](#)

B. Print Questionnaire 

C. Finish and Submit Your Completed Questionnaire

Once you submit your questionnaire, you will need to contact Senator Michael Bennet's office to make changes. The office may require additional [checklist items](#) to consider your submission complete.

☐ I understand I must contact the office to change any responses once submitted.

☐ I acknowledge that the information I am submitting is complete and accurate.

Finished and Submit

Please note that once you submit your questionnaire, you will need to contact our Nominations Coordinator to make changes.

Phone: (303) 455-7600

Email: Academy_Nominations@bennet.senate.gov

Checklist Items

Attachments: The items listed below are requested on the **Checklist Items** section of the application. Under the **"Send Attachment"** column there is a picture of an envelope. Once you click on the envelope you will receive an email at the email address you provided to create your application. Follow the instructions and reply with the required document attached. At that point, the **"Status"** column will change from **Not Received** to **Received**.

Diagram of Checklist Items section:

THE UNITED STATES SENATE

Service Academy Nominations Application

Courtney Davis
Office of Senator Michael Bennet
[Logout](#) | [Update Password/Profile](#)

[Home](#) | [Checklist](#) | [Instructions](#)

Due Date: 10/08/2012 (11:59 PM ET)

Checklist Items

The following items must be show as "Received" on your checklist status no later than close of business Monday, October 8, 2012. This section requires you to upload the following documents in PDF form to the email provided. The "Helpful Hints" document is available on our website which provides a visual for you to follow while completing this section.

<http://bennet.senate.gov/services/nominations>

Checklist Items	Send Attachment	Status	Date Received	Comments
Photograph , one wallet size (2.5" x 3.5") photo of yourself.		Not Received		
Three Letters of Recommendation , (one must be from a teacher, principal or counselor) If your recommenders are not comfortable sending you their letter, please forward this email to them and have them attach the letter and return to the email: Academy_Nominations@bennet.senate.gov Please note that all letters must be signed.		Not Received		
Unofficial copy of ACT and/or SAT scores if not included on the transcript.		Not Received		
Unofficial Copy of Academic Transcript. The transcript you provide must be identical to the transcript on your candidate file for the academies. Any attempted forgery will result in automatic disqualification. Please ensure that the transcript indicates current GPA and Class Rank . If your school does not rank students, please contact the Nominations Coordinator at 303-455-7600 or via email Academy_Nominations@bennet.senate.gov .		Not Received		