

## **List of Required Documents for Military Academy Applicants**

Each of the following items must be completed and in your file at the congressional office by **October 28, 2016**. Your file will be considered complete once it consists of the following:

- \_\_\_ 1. Application form
- \_\_\_ 2. SAT and/or Act test results
- \_\_\_ 3. Copy of the completed pre-candidate questionnaire or proof that you have applied to the academy.
- \_\_\_ 4. Three letters of recommendation. Your letters may be written by a counselor, teacher, employer, or any person who knows you well. Please remember, it is the content of the letter that is important, relating to the reader your leadership qualities, skills and abilities. Choose carefully those from whom you request a letter on your behalf. Only three letters of recommendation will be accepted in your file.
- \_\_\_ 5. School transcripts, which must include:
  - 1. attendance record including absenteeism and tardies,
  - 2. grade point average,
  - 3. senior courses, and senior grades if available.
- \_\_\_ 6. A one page, single spaced and typed letter from the candidate to the Congressman expressing your thoughts, motivation and understanding of your commitment to the U.S. military upon graduation from the academy
- \_\_\_ 7. A small photograph (max. size 3 ½" x 3 ½")

It is candidate's responsibility to insure the school transcripts and recommendation letters have been completed and mailed to the congressional office prior to the **October 28, 2016** deadline. Any questions may be directed to Maureen Jeffery at: 440-352-3939 or 1-800-447-0529 or you may email her at [maureen.jeffery@mail.house.gov](mailto:maureen.jeffery@mail.house.gov).

### **Send all paperwork to:**

Congressman David P. Joyce  
Attn: Maureen Jeffery  
1 Victoria Place, Rm 320  
Painesville, Ohio 44077