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

U.S. Military Academy

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

U.S. Naval Academy

Dean of Admissions 117 Decatur Road Annapolis, MD 21402-5018 www.nadn.navy.mil U.S. Air Force Academy HQ USAA/RRS USAF Academy, CO 80840-9901

www.usafa.af.mil

U.S. 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 <u>not</u> to wait until the deadline to submit your materials. My deadline is Friday, October 28, 2016. 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, CT 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 1 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 1.
- You must be able to enter an academy in June of 2017 for example, will you graduate from high/home school in 2017?
- 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 <u>received</u> in my Huntington Office, 845 Fifth Ave. Suite 314, Huntington, WV 25701 by 5 p.m. on Friday, October 28, 2016.

- 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 28, 2016.
- 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 28, 2016 (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 a Saturday in January.

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 precandidate 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 10 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 10 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 28, 2016. It is your responsibility to ensure that the <u>completed application</u> is submitted to my office by 5 p.m. 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.

<u>APPLICATION FOR NOMINATION</u>

Deadline: October 28, 2016

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

CONTACT INFORMATION

NAME:		
LAST	FIRST	MIDDLE
FULL HOME ADDRESS (please	e include physical address if PO Bo	ox):
	EMAIL:	
COUNTY:	HOME PHONE:	
DATE OF BIRTH:	SOCIAL SECURITY NUMBE	R:
PARENTS' OR GUARDIANS'	NAMES:	
PARENTS' OR GUARDIAN'S	DAYTIME PHONE:	
LOCAL NEWSPAPER:		
HIGH SCHOOL:	GRAD	UATION DATE
ARE YOU A U.S. CITIZEN BY	BIRTH? YES NO IF N	NO, BY NATURALIZATION?
HAVE YOU EVER BEEN CON	VICTED OF A CRIME? YE	S NO IF YES, PLEASE PROVIDE
DETAILS		
ARE YOU PRESENTLY ATTE	NDING COLLEGE OR ACADEM	IY PREP SCHOOL? YES NO
IF YES, PLEASE PROVIDE TH	IE NAME OF THE SCHOOL:	
IF YOU ARE SELECTED FOR	A SERVICE ACADEMY, WHICH	H ACADEMIC AREA WILL YOU
PURSUE?		

AFFIDAVIT OF DOMICILE

Deadline: October 28, 2016

Application Page 2

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 <u>NOT</u> A MINOR (UNDER 18 YEARS OF AGE), YOU MAY ALSO COMPLETE THE FORM.

I.	, being of lawful age (18) and a resi
PARENT'S/GUARDIAN'S OR STUDENT'S N	, being of lawful age (18) and a residance - 18 YEARS AND OLDER
of	West Virgi
CITY	,, West Virgin
do on oath and under penalties of perjury,	depose and say:
That I am the parent entitled to the custod	of, or the legal guardian of
	NAME OF APPLICANT
	a United States service academy: that the said individual is eithe es with me or myself: and that our/my domicile is
son/daughter and is my legal ward who liv	· · · · · · · · · · · · · · · · · · ·
son/daughter and is my legal ward who live	es with me or myself: and that our/my domicile is CITY/TOWN AND STATE
ADDRESS, INCLUDING This is in evidence thereof, I depose and s	es with me or myself: and that our/my domicile is CITY/TOWN AND STATE ay that:
ADDRESS, INCLUDING This is in evidence thereof, I depose and s	es with me or myself: and that our/my domicile is CITY/TOWN AND STATE ay that:
ADDRESS, INCLUDING This is in evidence thereof, I depose and s I am registered as a voter in CITY	es with me or myself: and that our/my domicile is CITY/TOWN AND STATE ay that:
ADDRESS, INCLUDING This is in evidence thereof, I depose and s I am registered as a voter in CITY	city/town and state y that: COUNTY STATE
ADDRESS, INCLUDING This is in evidence thereof, I depose and s I am registered as a voter in CITY	city/town and state y that: COUNTY STATE

PRINCIPAL/GUIDANCE COUNSELOR OFFICIAL FORM

Deadline: October 28, 2016

Application Page 3

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 SC GRADE POINT AVERAGE: _				
4.	.0 SCALE (MUST	Γ BE PROVIDED)	WEIGHTED SCALE (REFERENC	E ONLY)
CLASS RANK: _		of _	CLASS SIZE	
		RANK	CLASS SIZE	
 Please attach the transcript Please attach final senior gr Please include a copy of the Please provide transcript 	ades, if submit applicant's se	ting information for nior year schedule.	a graduate.	oss the seal.
SIGNATURE:				
TITLE:				
DATE:				

PERSONAL LETTER OF RECOMMENDATION

Deadline: October 28, 2016 Application Page 4

NAME OF APPLICANT: _				
	LAST	FIRST	MIDDLE	
ADDRESS OF APPLICAN	T:			
APPLICANT'S PHONE:				
YOUR NAME AND ADDR				
ACCOCIATION WITH AD				
ASSOCIATION WITH AP				
LENGTH OF ACQUAINT.	ANCE:			
PHONE NUMBER(S):				
This applicant	is applying for m	y nomination to a Unit	ed States service academy.	
NOTE: I rely heavily on the character. In fairness to the approbservations of the applicant. recommendation in a sealed env	plicant, I ask that Your recomme	t you be as explicit as p ndation will be held	ossible in describing your co in strict confidence. <u>Please</u>	ntact with and
RECOMMENDATION:	(Attach a letter or	r additional page(s), as n	ecessary)	
SIGNATURE:			_ DATE:	

PERSONAL LETTER OF RECOMMENDATION

Deadline: October 28, 2016 Application Page 4B

NAME OF APPLICANT:				
	LAST	FIRST	MIDDLE	
ADDRESS OF APPLICAN	Γ:			
APPLICANT'S PHONE:				
YOUR NAME AND ADDR	ESS:			
ASSOCIATION WITH API				
LENGTH OF ACQUAINT				
PHONE NUMBER(S):				
NOTE: I rely heavily on the r character. In fairness to the app observations of the applicant. recommendation in a sealed envergence of the sealed	ecommendation licant, I ask that Your recomme elope with your s	that you are submitt t you be as explicit as p ndation will be held signature across the fla	possible in describing your in strict confidence. <u>Ple</u> <u>p.</u>	an assessment o
SIGNATURE:			DATE:	

Applicant's Name:	

ESSAY QUESTION

Deadline: October 28, 2016

Application Page 5

Why would you like to attend a United States service academy?

Applicant's Name:	
Congressman Evan H. Jenkins 845 Fifth Ave. Suite 314 Huntington, WV 25701	Deadline: October 28, 2016 Application Page 6
COMMUNITY ACTIVITIES	
Describe community activities in which you have participated. Activition hobby, social organizations, etc. Indicate any offices held, prizes or a	
ATHLETIC ACTIVITIES	
Describe any athletic activities in which you have participated. Include	de prizes, awards, honors received, etc.

Applicant's Name:	
Congressman Evan H. Jenkins 845 Fifth Ave. Suite 314 Huntington, WV 25701	Deadline: October 28, 2016 Application Page 7
SCHOOL ACTIVITIES	
Describe any school activities in which you have participated. Indichonors received, etc.	ate any offices held, prizes or awards won,
EMPLOYMENT	
If you have had any jobs, please list your title, responsibilities and e	mployer:

Applicant's Name:	
Congressman Evan H. Jenkins	Deadline: October 28, 2016
845 Fifth Ave. Suite 314	Application Page 8
Huntington, WV 25701	

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

	Academy Preference	
Service Academy	Have you applied? Yes or No	Please rank your 1st – 5th choice
Ex. Air Force	Yes	2 nd
Ex. Naval	No	N/A
Ex. Merchant Marine	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:
