

## **2016 15<sup>th</sup> Congressional District Application Procedure for a Nomination to a U.S. Service Academy**

**GENERAL REQUIREMENTS:** Applicants must be at least 17 years of age, but not yet reached their 23<sup>rd</sup> birthday on July 1<sup>st</sup> of the year admitted to an academy; must never have been married and have no legal obligation to support a child; must be a citizen of the United States; must be men and women of excellent moral character who are trustworthy, emotionally stable, and motivated.

**RESIDENCY REQUIREMENTS:** Applicants must be residents of the 15<sup>th</sup> Congressional District which currently encompasses Athens, Clinton, Fairfield, Hocking, Madison, Morgan, Perry, Pickaway, and Vinton counties and parts of Fayette, Franklin, and Ross counties. **NOTE TO MILITARY DEPENDENTS: If you are a military dependent, you are required by law to apply for a nomination in your legal domicile.**

**THE APPLICATION:** Applicants should apply to Congressman Stivers in the spring of their junior year of high school. Please pay special attention to the two deadlines listed further down in the text.

**IN ORDER TO RECEIVE AN APPLICATION** from Congressman Stivers, you must first complete the *Application Request Form* on Congressman Stivers' website. **The deadline for submitting this request is Friday, September 23, 2016.**

**After the request has been submitted, the *Nomination Application* will be sent via email beginning in May. Applications WILL NOT be sent prior to May.**

**We will not send out an application at a student's telephone request nor will we send out a packet at a family member's request or a counselor's request.**

You may apply for a nomination to more than one military academy and in fact, you are encouraged to apply to more than one, assuming you have the sincere desire to attend. Congressman Stivers can give more than one nomination to an applicant. Keep in mind that you must open a file and keep it current at each academy while also seeking a nomination from Congressman Stivers.

You are also encouraged to apply to Senator Brown and Senator Portman as well as Vice President Biden. You may also apply to President Obama, assuming you meet the criteria. Keep in mind that you will have to maintain current and complete files at each office to which you apply. There is no sharing of information on candidates' files between the offices.

**The 15<sup>th</sup> Congressional District *deadline* for returning the completed application package to Congressman Stivers' Lancaster Office is Friday, October 21, 2016 at 5:00 p.m.**

*If your file is not complete by the deadline, you will NOT be eligible to be interviewed by the 15<sup>th</sup> Congressional District Academy Review Board.* It is the responsibility of the applicant to make certain that all required documentation is received in a timely manner. It is strongly recommended that you send in all information early.

***When returning your completed application packet to our office, you will be asked to include the following information:***

● **Congressman Stivers' Nomination Application**

● **Test Scores-** to be considered for a nomination to an Academy, the application must take the Scholastic Aptitude Test (SAT) and/or the American College Testing Program (ACT). It is strongly recommended that both the SAT and ACT tests be taken to see which one measures your educational background most favorably. Applicants are advised to check test dates carefully with their guidance counselors. You may either have your test scores forwarded to Congressman Stivers' office directly from the testing centers by using the following codes for the 15<sup>th</sup> Congressional District: **SAT- 1948** and **ACT- 7611** or you may submit a printed copy of your test scores directly to the office. Because of our deadlines, please keep in mind that the last test scores we can accept for the SAT are from the October 1 test date, and the last test scores that we can accept for the ACT are from the September 10 test date. While the academies can accept later test dates, we cannot.

**Important: Please do not delay in taking the SAT and/or ACT tests. Your application packet, with test scores, must be complete by the October 21 deadline. We will update a file as the student makes test results available to our office prior to a nomination being awarded.**

- **High School Records-** a legible certified/official copy of your high school transcript must be included with your application.
- **Photograph-** you must submit one recent wallet size photograph of yourself- be sure to print your name on the back of the photo.
- **Letters of Recommendation-** three letters of recommendation are required. One letter MUST be from either a teacher or counselor.
- **Personal Essay-** you are required to submit a personal essay (maximum of 250 words) on what motivates you to attend a military service academy and the goals you have for your military career. You must sign your essay.

**THE INTERVIEW:** Congressman Stivers' Academy Review Board will interview applicants who have returned their completed application package to the Congressman Stivers' Office by the deadline date of Friday, October 21, 2016. The Board is comprised of individuals throughout the 15<sup>th</sup> Congressional District including active and retired military, members of the clergy, educators, business persons, etc. some of whom are academy graduates. The interviews will be held in November. Eligible applicants will be notified of the date and time of their interview in advance.

**THE NOMINATION AND APPOINTMENT:** We use the competitive method, which is the method favored by 80% of Members of Congress. Under this method, Congressman Stivers can submit an unranked slate of up to ten nominees for each vacancy. Each year we have at least one vacancy at each academy. The academies have their own selection board that then ranks out ten nominees in order of merit in accordance with the specific academy system. The most highly qualified is selected for an offer of appointment to fill that one vacancy. The other nine nominees then go into a national "pool" where they compete with other applicants for available slots. An appointment gives you admission to an academy. A nomination by Congressman Stivers does not guarantee an appointment to an academy.

## **IMPORTANT DATES TO REMEMBER**

March 2016 to September 23, 2016	Students may submit the online <i>Application Request Form</i> on Congressman Stivers' website.
May 2016	Congressman Stivers' applications will be e-mailed to students. Applications will NOT be sent prior to May.
<b>September 23, 2016</b>	<b>Deadline for completing the <i>Application Request Form</i>.</b>
<b>October 21, 2016 at 5:00 p.m.</b>	<b>Deadline for returning the completed application package with all required items to Congressman Stivers' Lancaster Office.</b>
November 2016	Interviews with the 15 <sup>th</sup> Congressional District Academy Review Board for applicants who have returned their completed application package to Congressman Stivers' Office by the October 21 deadline. Qualified applicants will be notified of date and time.
December 2016	Congressman Stivers will publically announce the 15 <sup>th</sup> Congressional District nominees at the 15 <sup>th</sup> Congressional District Academy Reception.
December 2016 to May 2017	Appointments announced by the academies.
June 2017	Classes begin at the academies.

**NOTE: A nomination by Congressman Stivers DOES NOT guarantee an appointment to an academy.**

For more information, please contact the Service Academy Coordinator in  
Congressman Stivers' Lancaster District Office at  
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