



U.S. Senator Joe Donnelly – Indiana

NOMINATION TO THE U.S. SERVICE ACADEMIES INFORMATION SHEET

Basic Service Academy Nomination Requirements

To be eligible for consideration for a nomination from U.S. Senator Joe Donnelly to a United States Service Academy you must meet these basic requirements:

- Age – You must be at least 17 years of age, but not past your 23rd birthday on July 1st of the year you plan to enroll in West Point, the Naval or the Air Force Academies. The age limit for the Merchant Marine Academy is 25.
- Citizenship – You must be a citizen of the United States.
- Residency – You must be legally domiciled in the State of Indiana. Please ensure that you or your parents are permanent residents of Indiana.
- Character – You must be of good moral character.
- Marital Status – You must be unmarried, never have been married, not pregnant and have no dependents.
- Academics – You must be in good academic standing at your high school.
- Medical – You must be able to meet the medical requirements of your selected academy.

Academy Checklist

Please make sure that the following required information is received by Senator Donnelly's Indianapolis office no later than 6:00 p.m. (EDT) on Friday, September 15, 2017.

- Application for Nomination
- High School Transcript with GPA
- Three (3) Letters of Recommendation
- Resume/list of activities

- Personal Essay
- Current Photo with full name on back
- Official ACT and/or SAT scores
(office code – ACT: 7128 / SAT: 0208)

If a third party is sending the information on your behalf, make certain he or she includes your full legal name and not a nickname, and that he or she mails the documents to the following address to arrive no later than 6:00 p.m. (EDT) on Friday, September 15, 2017:

U.S. Senator Joe Donnelly
Attn: Academy Nominations
115 N. Pennsylvania Street, Suite 100
Indianapolis, IN 46204
(317) 226-5555



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Selection Process

Applications for service academy nominations will be reviewed by Senator Donnelly's non-partisan Service Academy Nominations Committee, which is comprised primarily of retired military officers, many of whom are academy graduates. The Committee will interview all candidates who have met the application requirements, and then recommend ten candidates for each academy based on a review of all applications and interviews.

Senator Donnelly uses the competitive method of nomination, whereby each candidate who receives a nomination is on an equal playing field, with no ranking or preference. The Academy then evaluates the candidate and offers an appointment to the candidate they determine to be best-suited to the institution. Each Academy may offer appointments to multiple nominees from our office.

Please be certain that all contact information you provide is accurate and legible. Make sure you check regularly for messages or correspondence from the Senator's office. Most information regarding deadlines, interviews, and requirements will be sent via email. You are responsible for checking your email regularly (including junk mail and spam filters) to ensure you are receiving all messages from the office. It is not the responsibility of the office to ensure you have received email communication. Please respond to all communications within the deadlines specified. If you have questions or concerns, please contact the Indianapolis office at (317) 226-5555, Monday – Friday 9:00 a.m. to 6:00 p.m. (EDT)

Note: Application materials may be submitted all at one time (preferred) or separately, however every required component must be received by the Senator's Indianapolis office by **6:00 p.m. (EDT) Friday, September 15, 2017 for an application to be considered complete.** Due to the volume of applications received, it is the responsibility of the applicant to confirm all materials have been sent and received on time. The Senator's office will attempt to make the applicant aware of missing information, but it is ultimately not responsible for ensuring materials are received by the deadline. Missing information will disqualify an applicant from proceeding through the recommendation process. There will be no extensions to the deadline.



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APPLICATION FOR NOMINATION TO THE U.S. SERVICE ACADEMIES

APPLICATION DEADLINE: 6:00 PM (EDT) – FRIDAY, SEPTEMBER 15, 2017

If you are interested in a nomination to a U.S. Service Academy for the class of 2022, a resident of the State of Indiana, and a U.S. Citizen, please complete this application. The application and all necessary attachments must be received by U.S. Senator Donnelly's office in Indianapolis no later than 6:00 p.m. (EDT) on Friday, September 15, 2017.

Send your completed application to:

U.S. Senator Joe Donnelly
Attn: Academy Nominations
115 N. Pennsylvania Street, Suite 100
Indianapolis, IN 46204

Phone: 317-226-5555

Please type or clearly print in block lettering using black ink

Please select one academy of interest. Due to the volume of applications received, we cannot offer nominations to more than one academy.

Military Naval Air Force Merchant Marine

PERSONAL INFORMATION

FULL NAME		
ADDRESS		
CITY	STATE	ZIP CODE
EMAIL	HOME PHONE	CELL PHONE
SOC SECURITY NUMBER		DATE OF BIRTH
HIGH SCHOOL		GRADUATION DATE
HIGH SCHOOL ADDRESS		PHONE NUMBER
SCHOOL GUIDANCE COUNSELOR		PHONE NUMBER
MOTHER'S NAME	ADDRESS IF DIFFERENT THAN APPLICANT	PHONE NUMBER
FATHER'S NAME	ADDRESS IF DIFFERENT THAN APPLICANT	PHONE NUMBER

Please provide an active email address you check regularly and please monitor all spam filters you use. Very important correspondence regarding the nomination process will be sent by email. Senator Donnelly and his office are not responsible for information that may be missed due to an unread email, improperly functioning email systems, or any IT issues.

Please list any other elected government officials that will be receiving a Service Academy Nomination application from you:

EMPLOYMENT

Are you employed during the school year? _____ During the summer? _____

If so, where? _____

Average work hours per week: _____

ACADEMICS

High School Transcript - You must submit an official high school transcript that includes a school seal or signature.

GPA _____ CLASS RANK _____ OUT OF _____ PERCENTILE _____

If your school does not use a GPA system, or if it does not rank its students, please note this above. You must still submit an official transcript showing every course and grade received during high school along with your current class schedule.

Standardized Test Scores - You must submit an official copy of either your ACT or SAT scores as proof of score. If you have taken both tests, you may submit one or both scores. It is solely your responsibility to submit test scores. We do not accept test results listed on a transcript; we must receive an official score report from ACT or College Board.

PERSONAL MOTIVATION ESSAY

On a separate page, please answer the following question using a maximum of 300 words. Please respect the word limit guidelines. Ensure that you have proofread your submission before submitting.

Why do you want to pursue a career as an officer in the armed services?

LETTERS OF RECOMMENDATION

Please submit **only three (3)** letters of recommendation on your behalf to the Senator's Indianapolis office. Please choose individuals that you believe can best speak to the qualities you possess that are most relevant to a career as an officer in our nation's armed services. Letters from family members are discouraged.

CURRENT PHOTO

Please provide a current photograph of yourself with your name neatly printed on the back of the photo. A senior class photo is preferred, group photos or selfies will not be accepted.

RESUME

Please include in your resume any employment experience, extracurricular activities, honors and awards, and positions of leadership.

CONFIRMATION OF UNDERSTANDING

I have read the information sheet explaining the nomination procedures and requirements for U.S. Senator Joe Donnelly. I understand U.S. Senator Joe Donnelly's requirements to be considered for a nomination. I certify that I am a United States citizen and am a legal resident of the State of Indiana. If I have not submitted all the necessary documentation required by 6:00 p.m. (EDT) Friday, September 15, 2017, I understand fully that I will not be considered for an interview or nomination.

APPLICANT SIGNATURE _____ PRINT NAME _____ DATE _____

PARENT/GUARDIAN SIGNATURE _____ PRINT NAME _____ DATE _____



U.S. Senator Joe Donnelly – Indiana

United States Service Academy Nominations - Frequently Asked Questions

What is a Service Academy Congressional Nomination?

- A nomination is the selection made by an authorized source under the provisions of Title 10 of the U.S. Code. There are two types of nominations: 1) Congressional and; 2) Presidential/Military Service connection

Am I allowed to apply for a nomination from more than one source?

- Yes. Senator Donnelly encourages students to apply with both U.S. Senators, your House Member, the Vice President's office, and any other avenues for which they are eligible.

When should I start the nomination process?

- Students are encouraged to start the application process in the Spring prior to the year in which they hope to attend the Academy.
 - Example: If you hope to attend the Naval Academy in the Fall of 2018, we encourage you to begin their application process in the Spring of 2017.
- We also recommend that you create your online portal at the Academy of your choice. You can create this by visiting the Academy's admissions page on its website.

When is the deadline for applying with your office?

- The nomination application deadline for the class of 2022 is Friday, September 15, 2017 at 6:00 p.m (EDT). This is an absolute deadline with no exceptions. All required information must be received by the deadline or the application will not be included in the consideration process.

Will you accept my SAT/ACT scores that are listed on my transcripts?

- No, due to possibility of human error, we cannot accept test scores listed on your transcripts. We recommend using our codes at the time of your testing to ensure that your results will be sent directly to our office. **SAT: 0208, ACT: 7128.**

Who can apply for the Military service nominations?

- Children of a deceased or disabled member of the Armed Forces are eligible to apply for a Military Service nomination if the parent was killed or became 100% disabled by wounds or injuries received or disease contracted while on active duty;
- Children of Armed Service members, or children of civilian employees in active government service who are in an official determined status of Missing In Action;
- Children of Congressional Medal of Honor recipients from any branch of the Armed Services.



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United States Service Academy Nominations - Frequently Asked Questions

Am I allowed to apply for a Presidential Nomination?

- If you qualify for a Presidential Nomination, we strongly encourage you to also apply for it. To be eligible to apply for a Presidential Nomination you must meet the following criteria:
 - A parent must be on active duty and have served continuously on active duty for at least eight years;
 - A parent must be retired with pay or have been granted retired or retainer pay;
 - A parent must be a Reservist or National Guard member (see Section 12733, Title 10 U. S. Code for more details); and,
 - A parent must have died after being retired with pay or being granted retired or retainer pay.

How do I apply for a Presidential Nomination?

- You will need to reach out to the Admissions Department of the Academy of your choice.

Can I apply for a nomination from your office if I am currently on Active Duty or in the Reserves?

- Yes. You will need to follow the same application process as other applicants. We also recommend that you contact your Commanding Officer about obtaining information on a nomination from your Branch of Service.

Does a nomination guarantee an appointment to an Academy?

- No. A nomination only guarantees that you will be considered by the Academy for an appointment.

If I do not receive a nomination, am I allowed to reapply?

- Yes. Students are allowed to apply as many times as they would like until they reach the age limits specified by their Academy of choice. On average, 30 percent of current students at the Academies have completed a year of college prior to attending the Academy.

If I am not offered an appointment, am I able to apply for admission to any of the official Academy Preparatory School?

- No. You cannot apply for admission to the official Academy Preparatory Schools. The Academies will choose which students they believe are the best fit for their preparatory school.