

*United States Service Academy
Application for Nomination*

Instructions



*Representative Fred Upton
350 E. Michigan Ave. Suite 130
Kalamazoo, Michigan 49007
(269) 385-0039*

www.upton.house.gov

Application for a Nomination Instructions

Thank you for your interest in the United States Service Academies. To begin the application process to receive a nomination from Representative Fred Upton, complete items 1 through 16 of the Application for Nomination Form. The following provides further guidance regarding items 12 through 16:

12. Please provide proof of residency for the 6th Congressional District in Michigan, by providing a copy of one of the following documents:
 - i. Valid Michigan drivers license
 - ii. Property tax documents
 - iii. Federal or Michigan Income tax documents

NOTE: FAILURE TO PROVIDE PROOF OF RESIDENCY WILL DISQUALIFY YOU FROM NOMINATION.
13. Please list all school related extra-curricular activities in which you have participated.
14. Please list all activities in which you participated outside of school, such as civic work, church involvement, or any other activities not associated with school.
15. Please list your work experience.
16. Please write a ONE page essay in which you state your reasons for wanting to attend a United States Service Academy.

Note: All items (1 through 16) should be submitted in typewritten form. Be certain that your name appears on EACH sheet of paper. The provided Application for Nomination is a fill-able formatted word document. If you experience problems with the electronic version of the Application for Nomination document, please contact the Kalamazoo District Office for assistance, (269) 385-0039.

Other Data to be Submitted:

- High School transcript through the END of your Junior year, which should include:
 - o complete grades
 - o grade point average
 - o class ranking
 - o If you are currently attending a college or university, please also submit your most recent transcript from that institution.
- Test scores from SAT and/or ACT
- Three letters of recommendation, one from each of the following:
 - o Language Arts Instructor
 - o Math or Science Instructor
 - o An Adult who knows you well, but is not a relative
 - **Note:** Please do not submit more than the THREE requested letters of recommendation.

Deadline & Delivery of Completed Applications and Requested Materials:

- **Completed applications and all requested materials must be delivered to the Rep. Fred Upton's Kalamazoo District Office, no later than November 1, 2016 at 5:00 PM (Eastern Time).**

- **Applications and all requested materials, may be submitted by:**

- Mail:

Representative Fred Upton
Kalamazoo District Office
350 E. Michigan Ave. Suite 130
Kalamazoo, Michigan 49007

- Delivered in Person

Representative Fred Upton
Kalamazoo District Office
350 E. Michigan Ave. Suite 130
Kalamazoo, Michigan 49007

Office Hours: Monday – Friday, 9:00 am – 5:00 pm

- Emailed to Chadwick.Dillon@mail.house.gov. If your application is submitted by email, you will receive an email acknowledging receipt of your application. If you do not receive an email acknowledging receipt, you must call (269) 385-0039. Emailed applications must all be received by November 1, 2016 at 5:00 PM. No exceptions will be granted.

Timetable for Service Academy Nomination Procedure for Applicants

I. Early Spring through Mid-October

Receive Application for Nomination Form and Instructions. Complete application and collect all requested materials outlined in the Application for Nomination Instructions. Ensure all items are sent to and received by Rep. Fred Upton's, Kalamazoo District Office. Do not hesitate to call if you have any questions or concerns, (269) 385-0039.

II. November 1st, 2016 at 5:00 PM (Eastern Time)

Deadline for applications and all requested materials, to be received by Rep. Fred Upton's Kalamazoo District Office.

III. November

All applications and provided materials will be reviewed. Once reviewed, each qualified applicant will be mailed an interview date, time, and location. If you have not received notice by November 25th, please contact the Kalamazoo District Office, (269) 385-0039.

IV. SATURDAY, DECEMBER 3, 2016 - SAVE THE DATE!

All applicants are REQUIRED to participate in a thirty minute personal interview conducted by an Academy Advisory Board. All qualified applicants MUST be available on December 3rd for their interview.

Note: The first Saturday in December is frequently a date available for ACT and SAT testing. Please ensure to arrange your test for another date.

V. Late December / Early January

All applications, supporting documents, and Academy Advisory Board interview results will be scored, and final selection of those receiving a nomination from Rep. Fred Upton will be determined. All applicants will be mailed a letter indicating whether they have or have not been selected to receive a nomination.

VI. The names of those receiving a nomination from Rep. Fred Upton will be forwarded to the appropriate Service Academies. Each Service Academy makes the final determination of the most qualified candidates that they invite to attend. If a Service Academy selects a candidate that was nominated by Rep. Fred Upton, the Kalamazoo District Office will be notified of that selection. Upon receiving that notification, Rep. Fred Upton will make all effort to contact the selected candidate directly, prior to receiving a letter of appointment. We do not control the timeline for each academies decision process.

Important Information & Recommendations

- **Requesting a nomination to a Service Academy from a Member of Congress is only one step towards being accepted to a United States Service Academy. The second step is for each applicant to contact their academies of preference, to submit applications directly to those academies. The academy application process runs simultaneously with the application process for nomination by Rep. Fred Upton. More information regarding each academy is provided below.**
- Be sure to make arrangements for letters of recommendations as soon as possible. Letters of recommendation not arriving on time has frequently been a problem, as those providing the letters are extremely busy. Be sure to ask for your letters far in advance.
- Check with your school counselor for any additional information they may have regarding Service Academies, as they may have additional information for you to consider.
- Be sure to TYPE everything that is submitted to a Service Academy and/or Congressional Office.
- Make sure your name appears on each and every page of information submitted to Rep. Fred Upton's Office.
- DO NOT wait until the last day to submit your application for nomination and supporting materials. If any items are incorrect or missing, you will not have time to correct those errors.
- Don't Forget to Mark Your Calendars:
 - o November 1st – Applications and Materials Must be Submitted to Rep. Fred Upton's Kalamazoo District Office.
 - o December 3rd – Save the Date for Academy Advisory Board Personal Interviews
- Should you decide to withdraw your name from consideration for a nomination, please contact the office as soon as possible, as to not hinder the process for other applicants.
- If you have any questions or concerns, please do not hesitate to contact the office:

Chad Dillon
Constituent Services Representative
Congressman Fred Upton
350 E. Michigan Ave. Suite 130
Kalamazoo, MI 49007
(269) 385-0039
Chadwick.Dillon@mail.house.gov

Checklist of Required Documents for Academy Nomination

You may wish to use the following as a check list when you submit information to Rep. Fred Upton’s Kalamazoo District Office.

<u>Item Completed</u>	<u>Date Submitted</u>
I. Returned Application for Nomination (Items 1 through 11)	_____
II. Returned Items 12 through 16 as Outlined	_____
III. Academic Transcripts	_____
IV. ACT and/or SAT Test Scores	_____
V. Letter of recommendation from each of the following:	
Language Arts Instructor	_____
Math or Science Instructor	_____
Other Adult	_____

Be sure to regularly check your mail and email for updates from Rep. Fred Upton’s office regarding your application for nomination process. In particular, pay close attention for information regarding the time and place of personal interviews on December 3, 2016. If you have not received this information by November 25th, please contact the Kalamazoo District Office, (269) 385-0039.

Contact Information for Service Academies

(Army)

Director of Admissions
U.S. Military Academy
606 Thayer Road
West Point, New York 10996
www.usma.edu
www.usma.edu/admissions

(Navy)

Dean of Admissions
U.S. Naval Academy
117 Decatur Road
Annapolis, Maryland 21402
www.usna.edu
www.usna.edu/admissions

(Air Force)

Admissions Department
HQ USAFA/RRS
U.S. Air Force Academy
Colorado 80840
www.usafa.edu
www.academyadmissions.com

(Merchant Marine)

Admissions Office
U.S. Merchant Marine Academy
Kings Point, New York 11024
www.usmma.edu
www.usmma.edu/admissions

PLEASE NOTE:

As noted above, requesting a nomination to a Service Academy from a Member of Congress is only one step towards being accepted to a United States Military Academy.

The second step is for each applicant to contact their academies of preference and submit applications directly to those academies. The academy application process runs simultaneously with the application process for nomination by Rep. Fred Upton.

The listed service academies require a preliminary application and confirmation of eligibility for admission to the academy. Each candidate **MUST** contact each academy directly to obtain and comply with all application instructions set forth by each academy. Please follow all of the instructions provided by the service academies and learn as much as possible about the process by reading all printed materials and exploring the academy websites listed above.