

**KAY BAILEY HUTCHISON**

UNITED STATES SENATOR • TEXAS

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Information Packet  
Service Academy Nominations  
Class Entering Fall of 2009

Senator Kay Bailey Hutchison

ATTN: Academy Coordinator

300 East 8<sup>th</sup> Street

Suite 961

Austin, Texas 78701

Phone: (512) 916-5834

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Email: [academy@hutchison.senate.gov](mailto:academy@hutchison.senate.gov)

Website: <http://hutchison.senate.gov>

## General Information

Each Congressional office uses a selection process for academy nominations designed to fulfill its own criteria and standards. The various procedures are often confusing to those who apply to more than one source. Misunderstandings and errors can be avoided by carefully reading the instructions of each office to which you apply. Service academy nominations by Senator Hutchison are handled by our Austin office. Please feel free to contact that office should you have any questions or need assistance in completing the process.

**PLEASE NOTE:** By signing Senator Hutchison's acknowledgement form, you are acknowledging and accepting responsibility for the requirements set by our office. Senator Hutchison's deadline is **October 15, 2008**. It is **YOUR** responsibility to have all required materials **IN OUR OFFICE** by the October 15th deadline. Faxed documents **WILL NOT** be accepted.

Because of the extreme competition for Service Academy nominations, you are encouraged to apply to every nominating authority which pertains to you. You should apply to both U.S. Senators for Texas as well as your local Congressman/U.S. Representative. Senators nominate from an applicant pool based on the entire state and Congressmen/U.S. Representatives nominate from applicants domiciled in their Congressional districts. Applicants may apply for nominations from both their U.S. Senators and from their Congressman/U.S. Representative (*only one nomination is necessary to receive an appointment*). Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. Should your eligibility allow, you may also apply with the office of the President of the United States.

Each United States Senator is able to select only a few nominees each year. Candidates who apply to Senator Hutchison will be considered on the basis of academic performance, leadership potential, extracurricular activities, an essay stating why you want to attend a service academy and two completed evaluation forms. In order to ensure that each candidate who contacts Senator Hutchison receives fair and impartial consideration, an all-volunteer Academy Selection Board evaluates applications and then provides Senator Hutchison with its recommendations.

**Residency:** Senator Hutchison will only nominate applicants who are domiciled in the State of Texas. You must be a legal resident of Texas. By signing Senator Hutchison's acknowledgement form, you are verifying you are a legal, domiciled resident of Texas.

**Age:** You must be at least 17-years-old by July 1 of the year of your induction, but not have passed your 23<sup>rd</sup> birthday. (Ideally, you should be contacting Senator Hutchison's office at the beginning of your senior year of high school.)

## Application Requirements

All information listed below is required for an application packet to be complete and for an individual to be considered for nomination.

**1) Application:** You must complete and submit Senator Hutchison's online application by **October 15, 2008**. The application can be accessed via Senator Hutchison's website. Once you have completed the application and submitted it online, you can print a copy for yourself, but it is NOT necessary to mail a copy to our office.

\*\*\*The remaining forms are required for your file to be considered complete. They must be **postmarked by October 15, 2008**, and mailed to the following address:

**Senator Kay Bailey Hutchison  
ATTN: Academy Coordinator  
300 E. 8<sup>th</sup> Street, Suite 961  
Austin, Texas 78701**

**2) Signed Acknowledgement Form.** (Found Below)

**3) Official High School Transcript:** You must send an **official** high school transcript through at least six semesters. High school **numerical rank (position in class), class size and GPA MUST** be included on this transcript. **Without this information on your transcript, your file will be considered incomplete.** Should your school not rank students, you must have the counselor or principal denote this on your transcript. You should also see that your counselor denotes what scale your GPA is calculated on (e.g. 3.2 / 4.0, 5.7 / 6.0, etc.). If your school will not give an official transcript to students, it may be mailed to our office by your counselor. It is your responsibility to insure it is received in our office by the **October 15, 2008**, deadline. Transcripts **MAY NOT** be faxed to our office.

**4) Other Transcripts:** If you have graduated from high school and/or attended classes at another school or university, you must send an official transcript for those classes to our office.

**5) Standardized Test Results:** In order to be considered for a nomination, you must take the SAT and/or the ACT. You should have already taken at least one of these tests. However, if you have not taken either of these tests, yet, or plan to retake these tests, **only** scores from the earliest test dates available in the fall (ACT on September 13, 2008, or the SAT on October 4, 2008) will make it to our office in time to be considered with your file. Senator Hutchison's Academy Selection Board meets in mid-November, and we will continue to update your file with new test scores as they are received in our office until the Board meets. If by the **October 15, 2008**, deadline you still have no scores on file with our office, you must contact the Academy Coordinator (by email or phone) and state that you have taken one of those fall tests and are awaiting scores. We will consider you application complete if you are waiting for the September 13<sup>th</sup> or October 4<sup>th</sup> scores, but if those scores are not received in our office before the Board meets, your application will not be considered. Please make sure you monitor your online checklist for updates. Once we receive your scores, or any application item, we will update the online checklist to reflect the date it was received by our office. The **ONLY** exception to the deadline rule is for those who have **TAKEN** the September 13<sup>th</sup> or October 4<sup>th</sup> tests – all other required items must be postmarked or submitted by the **October 15, 2008**, deadline.

Senator Hutchison's SAT & ACT Codes are listed below:

SAT: 0261

ACT: 7186

If your SAT/ACT scores are included on your high school transcript, no other documentation will be necessary.

**NOTE:** Not all high schools include standardized test results on transcripts. It will be **your responsibility** to insure they are included if you do not plan on sending further documentation of test scores. You may take these tests several times to try to improve your scores – your highest scores will be accepted through ***October 15, 2008***.

**6) Evaluation Forms:** You must submit **two** completed evaluation forms (found below) for your application to be considered complete. People who know you well such as a teacher, counselor, minister, coach, employer or scoutmaster should complete these forms. Do not have family members complete these forms. When completed, it should be returned to you in a **sealed envelope** with the evaluator's signature across the seal. **It is your responsibility to ensure these forms are completed in a timely manner and submitted by the *October 15, 2008*, deadline.**

**All information submitted to our office must be postmarked by October 15, 2008. Partial or incomplete applications will not be considered. Please refer to the checklist section of the online application for the status of your application. You are responsible for monitoring the status of your application via the online checklist. This is an application for a nomination from Senator Hutchison. Other congressional office procedures may be different.**

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## 2009 Academy Nomination Application Acknowledgment Form

By signing this application acknowledgement form, I am acknowledging the following:

I have read the application instructions and requirements. I acknowledge that if I have not submitted my online application nor mailed all of the necessary forms, postmarked by October 15, 2008, I will not be given consideration for a nomination from Senator Hutchison. I also certify that I am a legal resident of Texas.

Privacy Act of 1974: Senator Hutchison, please monitor my progress in seeking an appointment to the academy. I hereby consent for the academy to divulge information from my records for that purpose.

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Signature

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Printed Name

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Date

## Applicant Evaluation Form

Senator Kay Bailey Hutchison (TX)

2009 Application for Nomination to a U.S. Service Academy

*To be completed by a school counselor/principal/teacher, employer, community leader, scoutmaster, religious leader, etc.*

**Note to Student: You must turn in TWO Completed Personal Recommendation Forms with your packet. Your Packet will be Incomplete if these are not included.**

### Printed Name of Applicant (Last, First Middle):

The person named above is applying for a nomination to a United States Service Academy through Senator Hutchison's office. We understand that your time is valuable and we appreciate your help in our selection process. The academies provide a college education and training for students to become a commissioned officer in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. Each student evaluation must be received in our office by **October 15, 2008**. Please assist the student in meeting this deadline. Additional pages will be accepted, but are not required.

1. How long have you known the applicant and in what capacity?
2. Describe the applicant's talents, strengths, and leadership qualities.
3. What are the applicant's weaknesses?
4. How does the applicant handle stressful and challenging situations? Has the applicant encountered failure and how did he/she manage the situation?
5. Are you aware of any personal circumstances that could affect the applicant's performance at the academy?
6. Describe the applicant's relationship with his/her peer group? Does he/she stand out among peers? Does he/she have the ability to get along well with others?

*To the evaluator: Please return this completed form in a sealed envelope with your signature across the flap to the applicant for inclusion in his/her application packet. Thank you again for your time.*

Name (signature) \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_

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Name (signature) \_\_\_\_\_ Date \_\_\_\_\_

Name (printed) \_\_\_\_\_ Title \_\_\_\_\_