

## **ACADEMY CHECKLIST FOR APPLICANTS**

**BASIC INSTRUCTIONS:** Read all materials carefully and complete the required form that has been provided on the website (<http://lugar.senate.gov>). Assemble all necessary data, and forward to Senator Richard Lugar's Indianapolis office before **OCTOBER 30<sup>th</sup>, 2009 (MUST BE POST MARKED BY 30<sup>th</sup>)**. The material you provide will be reviewed by Senator Lugar's Merit Selection Committee at their November meeting.

Materials should be addressed to:

United States Senator Richard G. Lugar  
ATTN: Dawn Herring, Academy Coordinator  
1180 Market Tower Building  
10 West Market Street  
Indianapolis, Indiana, 46204-2964

### **I. THE COMPLETED PACKET INCLUDES:**

- A. The request for Congressional Nomination Form (available on website)
- B. Three letters of recommendation. These letters should be from individuals that know you personally and have first-hand knowledge of your abilities. You may obtain the recommendation letters and forward them in your packet (THIS ENSURES THAT THE RECOMMENDATION LETTERS HAVE BEEN SENT TO OUR OFFICE BY THE DEADLINE).
- C. An official High School Transcript
- D. All ACT/SAT Scores
- E. A Current Photograph
- F. A list of all extra-curricular activities in which you participated
- G. Less than one page essay outlining reasons for wanting to attend a U.S. Service Academy

II. You may also want to contact the Admissions Office of each academy that you are applying to open up a Pre-Candidate file. This notifies the academy of your interest and officially begins your application process. (See enclosed sheet for academy contact information)

If you have any further questions, please feel free to contact the Dawn Herring, Academy Coordinator, Monday-Friday, 8am – 4:00pm, (317) 226-5555 or via e-mail at [dawn\\_herring@lugar.senate.gov](mailto:dawn_herring@lugar.senate.gov).

**REMEMBER THE DEADLINE FOR COMPLETED MATERIALS IS  
OCTOBER 30, 2009.**