## I. Getting Started

#### **Academy Contacts**

US Military Academy
Director of Admissions
600 Thayer Road
West Point, NY 10996-9902
www.usma.edu

US Naval Academy
Dean of Admissions
117 Decatur Road
Annapolis, MD 21402-5018
www.nadn.navy.mil

US Air Force Academy
HQ USAA/RRS
USAF Academy, CO 80840-9901
www.usafa.af.mil

US Merchant Marine Academy Admissions Office 300 Steamboat Road Kings Point, NY 11024-1699 www.usmma.edu

You should contact each academy directly to obtain catalogues and open a pre-candidate file.

#### **Seek all possible nominations**

You should seek nominations from both United States Senators, your member in the House, the Vice President, and a Presidential nomination if applicable, i.e. for dependents of retired and active duty military personnel.

#### You now have an open application folder in my office

Begin submitting my required material immediately. Feel free to submit the items as they are completed. Do not wait until the deadline to submit your entire application and the accompanying materials. My deadline is Wednesday, October 31<sup>st</sup>, 2012. You may also access this application at my website <a href="http://capito.house.gov">http://capito.house.gov</a>; select constituent services and then academy nominations.

#### HELPFUL HINT!!

Consider the United States Coast Guard Academy. To gain admission, apply directly to the Academy. The Coast Guard Academy does not require a nomination and offers appointments based solely on the applicant's qualifications. To obtain an application, contact:

Director of Admissions US Coast Guard Academy 15 Mohegan Ave. New London, Connecticut 06320-4195 1-800-883-8724

## II. Minimum Requirements

All applicants must meet the following basic criteria in order to be considered for my nomination:

- You must be a citizen of the United States and domiciled in West Virginia. Domicile is defined as person's fixed, permanent and principal home. You are domiciled in West Virginia if your parent, legal guardian (or you) vote in and file state income tax returns in West Virginia.
- You must be a resident of West Virginia's 2<sup>nd</sup> Congressional District and reside in one of the following counties: Berkeley, Braxton, Calhoun, Clay, Hampshire, Hardy, Jackson, Jefferson, Kanawha, Lewis, Mason, Morgan, Pendleton, Putnam, Randolph, Roane, Upshur or Wirt.

**NOTE:** Children of active duty military must apply to the State of Record for the service member.

- Applicants to the Air Force, Military or Naval Academies must never have been married nor have any dependents.
- You must be at least 17 years of age but not older than 23 years of age to apply to the Air Force, Military or Naval Academies as of July 1<sup>st</sup> of the year of entrance. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25<sup>th</sup> birthday on July 1st.
- You must have taken the SAT or ACT at least once by my deadline.

The previous requirements are only minimum objective criteria. Emphasis is also placed on extracurricular activities, moral character, leadership potential, physical vigor and other qualifications applicable to the service academies.

## III. Completing My Application

The following items must be <u>received</u> in my Charleston Office, 4815 MacCorkle Avenue SE, Charleston, WV 25304 by 5 PM on Wednesday, October 31<sup>st</sup>, 2012.

- Letter requesting a nomination to a U.S. Service Academy
- Pg. 1 Contact Information Page
- Pg. 2 Affidavit of Domicile
- Pg. 3 Principal/Guidance Counselor Form with sealed Official Transcripts
- Pg. 4a-4b 2 Letters of Recommendation from adults who are not related to you
- Pgs. 5-7 Essay question and Activities Questionnaire
- Pg. 8 Photograph/Signature Page
- Official SAT scores and/or Official ACT scores (see score report codes listed below)

#### **ACT/SAT Information**

- We recommend that you take the ACT and/or SAT more than once.
- You must have at least one score on file with your application by October 31<sup>st</sup>, 2012.
- We will use the highest combined Verbal and Math Score (SAT).
- ACT Score Report Code: 7750, Shelley Moore Capito, WV02.
- SAT Score Report Code: 5936, Shelley Moore Capito, WV02.

This is your application! It is your responsibility to make sure that all information is sent to my office, including those items from other parties, by the deadline.

#### HELPFUL HINT!!!!

If you have contacted other members of Congress for a nomination, be certain to confirm their deadlines and application requirements. They will be different from mine.

Applicants who are reapplying for my nomination must complete this year's application and submit all required materials.

#### IV. How are Nominees Selected?

- Service Academies make the final decision on appointments.
- Admission to the Academies is determined by each Academy. In addition to seeking my nomination, you must contact the Admissions Officer at each Academy directly to initiate a precandidate file.
- Each United States Senator and Representative may have five cadets/midshipman charged to them at the Air Force, Military and Naval Academies. Each member may submit up to ten names for each vacancy that they have during a nominating season. Vacancies are created when cadets/midshipmen either graduate or leave the academy. Ten names may be submitted to the Merchant Marine Academy each nominating period and there is no limit on the number of midshipman that a member can have at the Merchant Marine Academy at any one time. The ten names constitute a slate and the Academies consider making offers of appointment to each nominee.
- I nominate on a competitive basis. Members can nominate by using one of three methods-competitive, principal, or principal with numbered alternates. Nomination on a competitive basis asks the Academies to consider each nominee equally without any regard to rank or specific emphasis on a single candidate.
- My nomination does not guarantee an appointment. Final decisions on appointments are made by each individual Academy.

## V. Remember

My deadline is Wednesday, October 31<sup>st</sup>, 2012. It is your responsibility to ensure that the <u>completed application</u> is submitted to my office by 5 P.M. on that day. I encourage you to check the status of your folder periodically and more frequently as the deadline approaches. Please print legibly as your application materials will be shared with members of my Academy Review Board.

If you have any questions or if you need assistance, please contact Kali Vernon at 304-925-5964.

# **APPLICATION FOR NOMINATION**

Deadline: October 31st, 2012

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304

# CONTACT INFORMATION

NAME:LAST	FIRST	MIDDLE
FULL HOME ADDRESS (please	include physical address if PO Box	):
3	EMAIL:	
COUNTY:	HOME PHONE:	
DATE OF BIRTH:	SOCIAL SECURITY NUMBER	8: <del>-</del>
PARENTS' OR GUARDIANS' N	[AMES:	
PARENTS'OR GUARDIAN'S D.	AYTIME PHONE:	<del>-</del>
LOCAL NEWSPAPER:		
HIGH SCHOOL:	GRADU.	ATION DATE
ARE YOU A U.S. CITIZEN BY	BIRTH?YESNO IF N	O, BY NATURALIZATION?
HAVE YOU EVER BEEN CONV	VICTED OF A CRIME? YES	NO IF YES, PLEASE PROVIDE
DETAILS		
		PREP SCHOOL? YES NO
IF YES, PLEASE PROVIDE THE	E NAME OF THE SCHOOL:	
IF YOU ARE SELECTED FOR A	SERVICE ACADEMY, WHICH	ACADEMIC AREA WILL YOU
PHRSHE?		

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304

Deadline: October 31st, 2012 Application Page 2

## AFFIDAVIT OF DOMICILE

THIS FORM IS TO BE COMPLETED BY THE PARENT OR LEGAL GUARDIAN OF THE INDIVIDUAL SEEKING MY NOMINATION TO A UNITED STATES SERVICE ACADEMY. IF YOU ARE <u>NOT</u> A MINOR (UNDER 18 YEARS OF AGE), YOU MAY ALSO COMPLETE THE FORM.

	his/her parent or guardian is domiciled in the State of V permanent and principal home for legal purposes.	Vest	
I, PARENT'S/GUARDIAN'S OR STUDENT'S NAME -	, being of lawful age (18) and a residulation of the second of the secon	lent	
of	COUNTY, West Virging	nia,	
do on oath and under penalties of perjury, depose	and say:		
That I am the parent entitled to the custody of, or	the legal guardian ofNAME OF APPLICANT	د	
a minor, or am the applicant who has reached the age of majority, who has applied to Congresswoman Shelley Moore Capito for consideration as a nominee to a United States Service Academy: that the said individual is either my son/daughter and is my legal ward who lives with me or myself: and that our/my domicile is			
ADDRESS, INCLUD	ING CITY/TOWN AND STATE	_	
This is in evidence thereof, I depose and say that:			
I am registered as a voter inCITY	COUNTY STATE		
And I file income tax returns and pay income taxes to the State of			
SIGNATURE:	DATE:		

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304

Deadline: October 31st, 2012 Application Page 3

#### PRINCIPAL/GUIDANCE COUNSELOR OFFICIAL FORM

THIS FORM MUST BE COMPLETED BY YOUR HIGH SCHOOL PRINCIPAL, HIGH SCHOOL GUIDANCE COUNSELOR OR HIGH SCHOOL REGISTRAR.

NAME OF APPLICANT:			
_	LAST	FIRST	MIDDLE
ADDRESS OF APPLICANT:			
YOUR NAME:			
NAME OF SCHOOL:			
ADDRESS OF SCHOOL:			
SCHOOL TELEPHONE:			
APPLICANT'S GRADE IN SC	HOOL:10 <sup>th</sup> Grade1	11 <sup>th</sup> Grade12 <sup>th</sup> Grade	
CDADE DOINT AVEDACE.			
<b>GRADE POINT AVERAGE:</b> 4	.0 SCALE (MUST BE PROVIDED)	WEIGHTED SCALE (REFE	RENCE ONLY)
SIGNATURE:			
TITLE:			
DATE:			

Please attach the transcript of the final junior grades or final senior grades, if submitting information for a graduate. Provide transcripts in a sealed envelope with the school official's signature across the seal.

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304 Deadline: October 31st, 2012 Application Page 4A

## PERSONAL LETTER OF RECOMMENDATION

NAME OF APPLICANT:			
	LAST	FIRST	MIDDLE
ADDRESS OF APPLICANT: _			
) <del>-</del>			
YOUR NAME AND ADDRESS			
ASSOCIATION WITH APPLIC			
LENGTH OF ACQUAINTANC			
PHONE NUMBER(S):			
This applicant is app	olying for my nomin	ation to a United States Service A	cademy.
NOTE: I rely heavily on the reconcharacter. In fairness to the applican observations of the applicant. You recommendation in a sealed envelope	nt, I ask that you be ir recommendation	as explicit as possible in describin will be held in strict confidence	ng your contact with and
RECOMMENDATION: (Attack	ch a letter or addition	nal page(s), as necessary)	
SIGNATURE:		DATE:	

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304 Deadline: October 31st, 2012 Application Page 4B

PERSONAL LETTER OF RECOMMENDATION			
NAME OF APPLICANT:			
ADDRESS OF APPLICANT:		FIRST	MIDDLE
YOUR NAME AND ADDRESS			
ASSOCIATION WITH APPLI	CANT:		
LENGTH OF ACQUAINTANG	CE:	The state of the s	
PHONE NUMBER(S):		<del>-</del>	
NOTE: I rely heavily on the reco character. In fairness to the applica observations of the applicant. Yo recommendation in a sealed enveloped RECOMMENDATION: (Attack)	ant, I ask that you be ur recommendation e with your signatur	e as explicit as possible in describing will be held in strict confidence across the flap.	ng your contact with and

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_

Applicant's Name:	
~ ~	

Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304 Deadline: October 31st, 2012 Application Page 5

#### **ESSAY QUESTION**

Why would you like to attend a United States Service Academy?

Applicant's Name:	
Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304	Deadline: October 31st, 2012 Application Page 6
COMMUNITY ACTIVITIES	
Describe community activities in which you have participated. Ac hobby, social organizations, etc. Indicate any offices held, prizes of the community activities in which you have participated. Ac hobby, social organizations, etc.	
	\ 
ATHLETIC ACTIVITIES	
Describe any athletic activities in which you have participated. In	clude prizes, awards, honors received, etc.
· · · · · · · · · · · · · · · · · · ·	

Applicant's Name:	
Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304	Deadline: October 31st, 2012 Application Page 7
SCHOOL ACTIVITIES	
Describe any school activities in which you have participated. honors received, etc.	
If you have had any jobs, please list your title, responsibility	ties and employer:

Applicant's Name:	
Congresswoman Shelley Moore Capito 4815 MacCorkle Avenue SE Charleston, WV 25304	Deadline: October 31st, 2012 Application Page 8
PLEASE ATTACH A RECENT PHOTOG	RAPH OF YOURSELF
ACADEMY PREFERENCE (PLEASE RANK YOUR 1 <sup>ST</sup> , 2 <sup>ND</sup> , 3 <sup>RD</sup> , AND	<sup>4™</sup> cuores )
	MARINE ACADEMY
US ARMY US NAVAL ACAI	
I certify that the answers given in this application are exact and cobelief.	mplete to the best of my knowledge and
I understand that any nomination made is subject to my meeting the requirements of the academies.	ne physical, mental, academic and leadership
I understand that if a Congressional nomination is made, I will ent academy itself.	er into competition for selection by the
SIGNATURE OF APPLICANT:	DATE: