



Dear Applicant:

I am proud to represent the Second Congressional District of Connecticut. One of the greatest honors that I have as a Member of Congress is the privilege to nominate outstanding young adults to attend our nation's military academies.

Some of the finest individuals who have served in uniform have chosen a similar path. The number of nominations that I may offer to each academy is limited, and therefore, the application process is challenging and competitive. The reward, however, is worth your time and effort. While not everyone will be able to receive a nomination, each applicant's qualifications will be carefully reviewed and considered.

Please be aware that the timely submission and the accuracy of your application are important to your success in the selection process. Be sure to carefully read and follow the guidelines outlined below. Above all, please keep a copy of all documents that you submit to my office for your records.

I look forward to finding an opportunity to meet you and to discuss your interest in attending a military service academy. Should you have any additional comments or questions, please do not hesitate to contact Manuel Meneses in my Norwich District Office at (860) 886-0139.

Sincerely,

A handwritten signature in black ink that reads "Joe Courtney". The signature is written in a cursive, slightly slanted style.

Joe Courtney  
Member of Congress

INSTRUCTIONS AND APPLICATION FOR ALL  
CONGRESSIONAL SERVICE ACADEMY NOMINATIONS

REQUIRED DOCUMENTS

- 1. *Application Form*: Complete and return the application form. Please attach a small photograph of yourself to the application.
- 2. *Official Academic Transcript*: Provide a copy of your official academic transcript(s) (high school(s) and/or college). Be sure that all transcripts are originals bearing your school's official seal. Please send us updated transcripts as final grades become available. (College students are required to submit both high school and university transcripts.)
- 3. *SAT or ACT Scores*: Submit all available scores. These scores are often included on your transcript. If this is not the case, please submit a copy of your results with your application or arrange for them to be sent to our office.
- 4. *Letters of Recommendation*: Obtain recommendations from three people (other than relatives) who know you well and can comment on your character, scholastic ability, etc. Recommendations can be from teachers, guidance counselors, employers, coaches, neighbors, or anyone you feel can honestly evaluate you as a person. Please give each of your designated recommenders one of the enclosed "Recommendation Forms". Please instruct him or her to return their recommendations to you in an envelope with their signature across the seal. All three must be submitted with your application by **October 26, 2018**. On the application form, please provide the names and contact information of those people whom you expect to write your recommendations.

PROCEDURES

- 1. All required documents *must* be submitted to Congressman Courtney's office ***no later than October 26, 2018*** for you to be considered for a nomination for admission in 2019. The office is located at: **55 Main Street, Suite 250, Norwich, CT 06360**. This deadline will not be extended.
- 2. Please be sure to submit all documents to our office as a ***complete file***.
- 3. You will be asked to appear for a personal interview. The District office will contact you to schedule the interview, normally held on a weekend in early December.
- 4. If, after applying for a nomination, you decide you are no longer interested in an appointment, please notify our office.
- 5. It is not necessary to take the Academy Review Board's Physical Aptitude Exam until the Academy requests you to do so. After you receive a nomination, if you appear to be qualified based on the facts in your Pre-Candidate file, the Academy will make an appointment for you to be examined.

# OFFICE OF CONGRESSMAN JOE COURTNEY

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## APPLICATION FOR SERVICE ACADEMY NOMINATION Class of 2023

Please type or print neatly in black/blue ink.

*Name:* (Last, First, Middle)      *Date of Birth:*

*Permanent Address:*

*Mailing or Temporary Address:*

*Telephone Number:* Home    *Other:*      *Home*

*Social Security #*    -    -      *U.S. Citizen:*    Yes     No

*Mother's Name:*      *Father's Name:*

*Parent's Address (If different than yours):*

*Email address:*

*Academy Choice:* (In order of preference: 1, 2, 3, 4)

Air Force      West Point      Naval      Merchant Marine

*High School/College:*

*Address:*

*School Phone #:*      *Date of Graduation:*    /    /

*Class Rank:*      of      *Guidance Counselor:*

*SAT Scores:*      Math      Reading      Written      Date Taken:

Math      Reading      Written      Date Taken:



Activity	Grades Performed	Hours Per Week	Offices Held, Awards Received

*List any awards, honors, or special activities:*

*Work Experience:*

*List any family members who served in the military:*

*List any family members who are Academy graduates:*

*In the nomination process, we hope to learn about each candidate. SAT scores, transcripts, and activity lists tell us only so much information about you as a person. Accordingly, the following short answer and essay questions will help us better understand you and your motivation for attending a United States Service Academy. Please remember that there are no right or wrong answers.*

*Write your response to one of the following short answer questions and the essay question on additional pieces of paper. Please make sure your name is on the top, right hand corner of each page.*

**Short Answer Question #1:** Which person, living or deceased, has had the greatest influence on your life? With an academy education, how would you be able to continue their work?

**Short Answer Question #2:** On the previous page, you were asked to list your activities by order of importance to you. Please tell us why you consider your top activity to be the most important. What have you learned from participating in that group, club, team, or activity? What have you added to the group? How will having participated in these activities affect you in the future?

**Essay Question:** Please write about your desire to attend a United States service academy. For example, you may wish to describe the event(s) that made you interested in attending a service academy. Furthermore, you may want to write about a family member or friend who was influential in your decision-making. Whatever topic you chose, paint a clear picture for us of why attending a U.S. service academy is right for you. (The average essay length is between one and three pages.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing this form, I swear that the material contained therein is truthful and accurate  
and the written material is my own.

PLEASE RETURN THIS APPLICATION NO LATER THAN **October 26, 2018** to:

Congressman Joe Courtney

Attn: Manuel Meneses

55 Main Street, Suite 250

Norwich, CT 06360

Tel: (860) 886-0139

Fax: (860) 886-2974

***Letters of Recommendation Supplement***

Enclosed with this application, please find three identical forms for you to submit to those people who will be writing your letters of recommendation. These recommendations should be returned to you in a sealed envelope with their signature across the flap. Please notify these individuals of your **October 26, 2018** deadline.

Include all three letters of recommendation with your application.

Please provide us with the names of those people who are writing letters of recommendation for your candidacy.

Name:

Title:           Relation to You:           Years Known

Name:

Title:           Relation to You:           Years Known

Name:

Title:           Relation to You:           Years Known

# OFFICE OF CONGRESSMAN JOE COURTNEY

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## RECOMMENDATION FORM FOR APPLICANTS FOR CONGRESSIONAL NOMINATION TO U.S. SERVICE ACADEMIES

Dear Sir/Madam:

Thank you for agreeing to recommend this candidate in his or her application for a Congressional nomination to a U.S. service academy. I appreciate your candid evaluation of this student's scholarship and character. For your convenience and privacy, I would ask that you return your recommendation to the applicant in an envelope with your signature across the seal. Please keep in mind that applications are due in our office on **October 26, 2018**. Thank you for your time and cooperation.

JOE COURTNEY, Member of Congress

*Candidate's Name:* \_\_\_\_\_  
Last First Middle

*Your Name:* \_\_\_\_\_

*Address:* \_\_\_\_\_  
\_\_\_\_\_

*Position/Title:* \_\_\_\_\_

*Relationship to The Student:* \_\_\_\_\_

*How Long Have You Known This Student?:* \_\_\_\_\_

*If You Are A Teacher, In What Classes Have You Instructed This Student?:* \_\_\_\_\_  
\_\_\_\_\_

*What Grades Did He or She Receive?:* \_\_\_\_\_

**Directions:** Please complete the chart on the other page of this form. For each of the characteristics listed, please evaluate the candidate as compared to other students whom you know or those within his or her class. Please continue these evaluations in depth with a letter in which you describe the candidate as you know him or her. (If you have prepared a recommendation for this student for another college, feel free to submit a photocopy of such a letter.) Please include or highlight any areas of this student's candidacy, which you believe deserve special consideration. Again, thank you for your help.

*Please check the appropriate boxes.*

(If you have no basis for judgment on one or more of these characteristics, do not check any box.)

<b>Characteristic</b>	<b>Poor</b>	<b>Satisfactory</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Top 1-3% of Class</b>
Scholarship	<input type="checkbox"/>					
Self- Discipline	<input type="checkbox"/>					
Leadership	<input type="checkbox"/>					
Challenges Self	<input type="checkbox"/>					
Respected by Peers	<input type="checkbox"/>					
Respected by Faculty	<input type="checkbox"/>					
Accepts Criticism	<input type="checkbox"/>					
Actively Participates In Extracurriculars	<input type="checkbox"/>					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Again, thank you for your time. Please include this form with your written comments to the applicant in a sealed envelope. Should you have any questions or concerns, or would like to further comment on this applicant, please contact Manuel Meneses at:

Congressman Joe Courtney  
Attn: Manuel Meneses  
55 Main Street, Suite 250  
Norwich, CT 06360  
Tel: (860) 886-0139  
Fax: (860) 886-2974

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