



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 Ayanti Grant 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 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 are to be submitted with your application by **October 26th, 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 2018. 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

APPLICATION FOR SERVICE ACADEMY NOMINATION Class of 2022

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 Marines

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: / /

ACT Scores (If any): Composite Score Date Taken: / /

 Composite Score Date Taken: / /

AP Scores (If Any): Subject Score Date Taken: / /

 Subject Score Date Taken: / /

Please list your classes this year (making sure to note the levels: e.g. Honors, AP, etc.):

Semester One	Semester Two

In the table below, please list the extracurricular, athletic, and community activities in which you participated during high school (and college). From top to bottom, please list the groups in order of their importance to you. Please include any positions held or awards received.

Activity	Grades Performed	Hours Per Week	Offices Held, Awards Received

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 essay question 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.

Essay Question: Please write about how your desire to attend a United States service academy has continued to grow after experiencing both the nomination and appointment processes. (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

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.)

Characteristic	Poor	Satisfactory	Good	Very Good	Excellent	Top 1-3% of Class
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:

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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.

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