



## *Service Academy Nomination Instructions*

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**Please carefully read directions. Incomplete or incorrectly submitted applications will not be processed.**

- Formal candidacy is established upon receipt of a complete nomination application packet, including all required materials, by the published deadline. Please refer to the website for application deadlines. Late applications will not be accepted. Submit applications in a file folder or manila envelope, secured with a paper clip or binder clip; do not staple any portion of the application.
- Please note that applying to an academy and applying to your Member of Congress for a nomination are two separate processes. It is your responsibility to initiate a pre-candidate file at all academies to which you are seeking a nomination.

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### **Required Application Materials**

1. **Photograph:** Once you've submitted the application, email a recent headshot in JPEG format to [Jessica.Hayes1@mail.house.gov](mailto:Jessica.Hayes1@mail.house.gov). Place in the subject line "Academy Nomination Photo – [candidate's name]."
2. **Academic Transcript:** High school transcripts must be official and sealed. If you have already graduated high school, an official transcript is still required.
3. **Standardized Test Scores (SAT/ACT):**
  - If your SAT or ACT scores are not included with your official transcript, you may print them directly from the test websites and include them with your application.
  - Please do not request official score reports to be sent directly to us from SAT/ACT.
4. **Candidate Fitness Assessment (CFA):**
  - Submit a copy of your completed CFA (either the included form or one obtained from the academy).
  - If you took the CFA during Summer Seminar, please have your academy representative email a copy to [Jessica.Hayes1@mail.house.gov](mailto:Jessica.Hayes1@mail.house.gov).
  - Instructions for completing the CFA may be found on each academy's website.
5. **Personal Recommendation Letters:**
  - Submit three personal recommendations completed by individuals who are familiar with your character and qualifications. References from family members will not be accepted.



**Congressman Andrew Clyde**  
*Service Academy Nomination Application*

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**PERSONAL INFORMATION (Please Type or Print Neatly)**

Full Name: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ 9 Digit Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ 9 Digit Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Student Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Parents/Guardian Names, Occupation, & Cell Numbers:  
\_\_\_\_\_  
\_\_\_\_\_

Are you a U.S. Citizen: Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a resident of Georgia's Ninth District: Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been charged or convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please explain on a separate sheet.

**SCHOOL INFORMATION**

In addition to completing this section, you will also submit a copy of your official transcript in a sealed envelope from your school. For SAT and ACT scores, you are allowed to super score. If your SAT or ACT scores are not included with your official transcripts, you may print them from the test websites and include them in your application. It is unnecessary to take both tests.

High School: \_\_\_\_\_ Phone: \_\_\_\_\_

Guidance Counselor: \_\_\_\_\_ Email: \_\_\_\_\_

Class Rank: \_\_\_\_\_ GPA: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

College/Prep School: \_\_\_\_\_ GPA: \_\_\_\_\_

SAT score: Reading/Writing \_\_\_\_\_ Math \_\_\_\_\_ Composite/Total \_\_\_\_\_

ACT score: Math \_\_\_\_\_ Science \_\_\_\_\_ English \_\_\_\_\_ Reading \_\_\_\_\_

Composite/Total \_\_\_\_\_

Do you plan to take/re-take the SAT/ACT? Yes \_\_\_\_\_ No \_\_\_\_\_

**ACADEMY PREFERENCE**

Please rank in order of preference the Academies to which you wish to be considered for a nomination. Do not rank an academy unless you have a file open with that academy and are actively seeking an appointment. Competition is very keen for nominations and appointments. It is often beneficial to pursue entry to more than one academy.

\_\_\_\_\_ U.S. Military Academy (West Point)

\_\_\_\_\_ U.S. Naval Academy

\_\_\_\_\_ U.S. Merchant Marine Academy

\_\_\_\_\_ U.S. Air Force Academy

\*\*Please note that congressional nominations for the U.S. Merchant Marine Academy are not restricted to the district in which you are domiciled. You may apply with your congressman and others within your state.

Have you requested nominations from any other nominating source, such as a U.S. Senator or the Vice President? If so, which one(s)?

\_\_\_\_\_  
\_\_\_\_\_

**EXTRACURRICULAR ACTIVITIES, AWARDS AND WORK EXPERIENCE**

On a separate sheet of paper, please list athletic and non-athletic activities, awards, and work experience to include leadership positions held.

**PERSONAL STATEMENT**

On a separate sheet, please write a personal statement of 300 words or fewer, explaining your reasons for wanting to become a military officer and describing the steps you have taken to prepare for this career.

**APPLICATION AGREEMENT**

Please read the following statement carefully before signing the application, as your signature confirms your agreement with these terms:

*I am fully committed to attending a U.S. service academy and pursuing a rigorous academic program if appointed. I understand that admission to a service academy carries a minimum five-year military service commitment upon graduation, and I accept this responsibility.*

*I am a U.S. citizen, or I will become one by July 1 of my year of entry. I will be at least 17 years old and not yet 23 years old on that date. I am unmarried, not pregnant, and have no child support obligations. I am a legal resident of Georgia.*

*I certify that all information provided in this application is accurate, and I will promptly report any changes. I also understand that I will not be considered for a nomination if any required documents are incomplete or are not submitted by the established deadline.*

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



**Congressman Andrew Clyde**  
*Candidate Fitness Assessment*

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Bring this worksheet to your Fitness Assessment and have the examiner complete the form. The examiner should be your high school PE teacher or coach. If home-schooled, you may use your PE teacher (if not a parent), ROTC instructor (if applicable), or military academy admissions liaison officer. Family members may not administer this exam.

Applicant Name \_\_\_\_\_

- 1) **Basketball Throw:** Record three attempts to the nearest foot.
  - a. 1st attempt \_\_\_\_\_ b. 2nd attempt \_\_\_\_\_ c. 3rd attempt \_\_\_\_\_
  
- 2) **Pull-Ups/Flexed Arm Hang:** Men must complete the pull-ups. Women may complete either the pullups or the flexed arm hang.
  - a. Pull-ups (number completed) \_\_\_\_\_
  - b. Flexed arm hang (number of seconds) \_\_\_\_\_
  
- 3) **Shuttle Run:** Record two attempts to the nearest tenth of a second
  - a. 1st attempt \_\_\_\_ : \_\_\_\_ b. 2nd attempt \_\_\_\_ : \_\_\_\_
  
- 4) **Modified Sit-Ups** (number completed) \_\_\_\_\_
- 5) **Push-Ups** (number completed) \_\_\_\_\_
- 6) **One Mile Run** (minutes and seconds) \_\_\_\_ : \_\_\_\_

Examiner Name/Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Remarks (unusual circumstances): \_\_\_\_\_

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



## Congressman Andrew Clyde

### *Personal Recommendation Letters*

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Please provide three letters of recommendation from individuals who know you well and can speak to your character, leadership ability, maturity, academic or professional potential, and commitment to service. Recommenders may include teachers, school counselors, principals, employers, religious leaders, community leaders, coaches, or other adults who have had significant interaction with you.

#### **TO THE RECOMMENDER**

U.S. Service Academies prepare students to become commissioned officers in the Armed Forces through a demanding program of academic, military, and leadership development. Please provide a signed letter of recommendation to include:

- How long and in what capacity you have known the applicant;
- The applicant's talents, strengths, character, leadership ability, and potential for success;
- Areas in which the applicant could improve to meet the demands of a U.S. Service Academy;
- Your assessment of the applicant's commitment to military service and maturity to fulfill the obligations associated with a Service Academy education;
- How the applicant responds to challenges, adversity, and failure; and
- An overall evaluation of the applicant using one of the following ratings:
  - The Best (among the best I have known)
  - Excellent (has great potential)
  - Above Average (stands out in peer group)
  - Fair (has many fine qualities)

Recommendation letters should be signed and dated and include the recommender's name, title, organization, mailing address, telephone number, and email address. Completed letters should be returned in sealed envelopes bearing the recommender's signature across the flap. Please note that applicants may review admissions materials upon request.



## Congressman Andrew Clyde

### *Verification Checklist*

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**Candidates** should initial next to each item to confirm its completion and inclusion in the packet. **Parents or guardians** should ensure that all items on the checklist are included in the packet and arranged in the order listed below, then sign to verify the packet is complete.

- \_\_\_ 1 - Photograph Headshot (emailed)
- \_\_\_ 2 - Service Academy Nomination Application Form
- \_\_\_ 3 - SAT or ACT Scores
- \_\_\_ 4 - Student/Extracurricular Activities/Honors and Awards Sheet
- \_\_\_ 5 - Personal Statement
- \_\_\_ 6 - Official High School Transcript (in sealed envelope)
- \_\_\_ 7 - Candidate Fitness Assessment
- \_\_\_ 8 - Three Personal Recommendation Letters (in sealed envelopes)

**Certification:** I certify that this application packet is complete and all required items are in the proper order for submission.

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

We appreciate parents' pride and excitement, but please remember that the application process is for the candidates and an important step toward their future service in the U.S. Armed Forces. We prefer to communicate directly with candidates about questions or concerns. While we understand that school and activities may limit their availability during business hours, we are happy to respond to emails at any time. In urgent situations, we are glad to speak with a parent or guardian.

**Send all requested information to:**  
The Honorable Andrew Clyde  
210 Washington Street, NW, Suite 202  
Gainesville, Georgia 30501

Please refer to the website for the application deadline. Candidates will receive an email confirmation upon receipt of their application.