I. *Getting Started*

Academy Contacts

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

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

US Naval Academy
Dean of Admissions
117 Decatur Road
Annapolis, MD 21402-5018
www.nadn.navy.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 Friday, October 30, 2009. You may also access this application at my website http://capito.house.gov; 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 2nd 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.

- As of July 1, 2009, 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. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25th birthday on July 1, 2009.

- **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 Friday, October 30, 2009.

— 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)

<u>ACT/SAT Information</u>

- 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 30, 2009**.
- 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 pre-candidate 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 **Friday, October 30, 2009. It is your responsibility to ensure that the <u>completed application</u> is submitted to me 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

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

Deadline: October 30, 2009

CONTACT INFORMATION

NAME: _____
LAST FIRST MIDDLE

FULL HOME ADDRESS *(please include physical address if PO Box):*

_____

_____ EMAIL: _____

COUNTY: _____ HOME PHONE: _____ - _____ - _____

DATE OF BIRTH: _____ SOCIAL SECURITY NUMBER: _____-_____-_____

PARENTS' OR GUARDIANS' NAMES: _____

PARENTS'OR GUARDIAN'S DAYTIME PHONE: _____ - _____ - _____

LOCAL NEWSPAPER: _____

HIGH SCHOOL: _____GRADUATION DATE_____

ARE YOU A U.S. CITIZEN BY BIRTH? ____ YES ____ NO IF NO, BY NATURALIZATION? _____

HAVE YOU EVER BEEN CONVICTED OF A CRIME? ____ YES ____ NO IF YES, PLEASE PROVIDE

DETAILS_____

ARE YOU PRESENTLY ATTENDING COLLEGE OR ACADEMY PREP SCHOOL? ____ YES ____ NO

IF YES, PLEASE PROVIDE THE NAME OF THE SCHOOL: _____

IF YOU ARE SELECTED FOR A SERVICE ACADEMY, WHICH ACADEMIC AREA WILL YOU

PURSUE? _____

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 NOT A MINOR (UNDER 18 YEARS OF AGE), YOU MAY ALSO COMPLETE THE FORM.

This statement establishes that the applicant or his/her parent or guardian is domiciled in the State of West Virginia. Domicile is defined as a person's fixed, permanent and principal home for legal purposes.

I, _____, being of lawful age (18) and a resident
PARENT'S/GUARDIAN'S OR STUDENT'S NAME - 18 YEARS AND OLDER

of_____, _____, West Virginia,
CITY COUNTY

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 of_____,
NAME OF APPLICANT

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, INCLUDING CITY/TOWN AND STATE

This is in evidence thereof, I depose and say that:

I am registered as a voter in _____ _____ _____
CITY 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

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 SCHOOL: ____ 10th Grade ____ 11th Grade ____ 12th Grade

GRADE POINT AVERAGE: _____ _____
4.0 SCALE (MUST BE PROVIDED) WEIGHTED SCALE (REFERENCE 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 30, 2009
Application Page 4A

PERSONAL LETTER OF RECOMMENDATION

NAME OF APPLICANT: _____
LAST FIRST MIDDLE

ADDRESS OF APPLICANT: _____

_____

YOUR NAME AND ADDRESS: _____

_____

_____

ASSOCIATION WITH APPLICANT: _____

LENGTH OF ACQUAINTANCE: _____

PHONE NUMBER(S): _____

This applicant is applying for my nomination to a United States Service Academy.

NOTE: I rely heavily on the recommendation that you are submitting for this applicant as an assessment of character. In fairness to the applicant, I ask that you be as explicit as possible in describing your contact with and observations of the applicant. Your recommendation will be held in strict confidence. Please provide your recommendation in a sealed envelope with your signature across the flap.

RECOMMENDATION: *(Attach a letter or additional page(s), as necessary)*

SIGNATURE: _____ DATE: _____

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

Deadline: October 30, 2009
Application Page 4B

PERSONAL LETTER OF RECOMMENDATION

NAME OF APPLICANT: _____
LAST FIRST MIDDLE

ADDRESS OF APPLICANT: _____

_____

YOUR NAME AND ADDRESS: _____

_____

_____

ASSOCIATION WITH APPLICANT: _____

LENGTH OF ACQUAINTANCE: _____

PHONE NUMBER(S): _____

This applicant is applying for my nomination to a United States Service Academy.

NOTE: I rely heavily on the recommendation that you are submitting for this applicant as an assessment of character. In fairness to the applicant, I ask that you be as explicit as possible in describing your contact with and observations of the applicant. Your recommendation will be held in strict confidence. Please provide your recommendation in a sealed envelope with your signature across the flap.

RECOMMENDATION: *(Attach a letter or additional page(s), as necessary)*

SIGNATURE: _____ DATE: _____

Applicant's Name: _____

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

Deadline: October 30, 2009
Application Page 5

ESSAY QUESTION

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

ESSAY MUST FIT IN THE SPACE PROVIDED.

Applicant's Name: _____

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

Deadline: October 30, 2009
Application Page 6

COMMUNITY ACTIVITIES

Describe community activities in which you have participated. Activities may include church, recreational, hobby, social organizations, etc. Indicate any offices held, prizes or awards won, honors received, etc.

ATHLETIC ACTIVITIES

Describe any athletic activities in which you have participated. Include prizes, awards, honors received, etc.

Applicant's Name: _____

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

Deadline: October 30, 2009
Application Page 7

SCHOOL ACTIVITIES

Describe any school activities in which you have participated. Indicate any offices held, prizes or awards won, honors received, etc.

If you have had any jobs, please list your title, responsibilities and employer:

Applicant's Name: _____

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

Deadline: October 30, 2009
Application Page 8

PLEASE ATTACH A RECENT PHOTOGRAPH OF YOURSELF

ACADEMY PREFERENCE (PLEASE RANK YOUR 1ST, 2ND, 3RD, AND 4TH CHOICE.)

_____ US AIR FORCE _____ US MERCHANT MARINE ACADEMY

_____ US ARMY _____ US NAVAL ACADEMY

I certify that the answers given in this application are exact and complete to the best of my knowledge and belief.

I understand that any nomination made is subject to my meeting the physical, mental, academic and leadership requirements of the academies.

I understand that if a Congressional nomination is made, I will enter into competition for selection by the academy itself.

SIGNATURE OF APPLICANT: _____ DATE: _____