



Dear Prospective Applicant,

It is an honor for me to nominate the best and the brightest young women and men from Virginia as candidates to the U.S. Military, Naval, Air Force and Merchant Marine Academies.

This is a very exciting time in your life, and we want to assist you in the nomination process. Please review the application packet carefully to ensure that the process is as efficient as possible. Completed applications are due September 1, 2013. You may locate the application on my website at www.kaine.senate.gov. If you have questions, please feel free to contact Keren Charles Dongo keren_dongo@kaine.senate.gov.

I wish you the best of luck during this important time in your life.

Sincerely,

Senator Tim Kaine

APPLICATION REQUIREMENT

Applicants: Please read the following guidelines carefully, all application requirements must be received by September 1, 2013 as one packet. Late applications or incomplete applications will not be considered.

- Application form- Please fill out the application form in its entirety.
- Letters of Recommendation- Two (2) letters of recommendations are required. Please do not submit more than (2) letters.
 - One letter should be from a school administrator or a teacher
 - One letter should be from a person that can best assess your intellect, character, and suitability for military service (and not a family member or relative).
- Letters of recommendations should be sealed and included in your application packet.
- Official Transcripts- Submit copies of official transcripts from all schools attended with school official's signature across the sealed envelope. Include weighted and un-weighted GPA and course information only if pertinent.
- Standardized Test Results – Your scores should be sent directly from the testing services, using SAT code **0236** or ACT code **7191**. If your high school includes your ACT or SAT scores on your official transcript those scores will be accepted. Scores must be received by September 1, 2013.
- Personal Essay- In two pages or less (500 words) write an essay that provides insight into 1) Why you desire to attend a U.S. Service Academy 2) What impact will the experience have on you and on your community 3) Why public service is important to you. Please attach the essay to the application form.
- Resume- Provide a detailed listing of your academic, community service, extracurricular and athletic activities and other notable accomplishments.
- Pictures – Please do not send pictures.
- Interviews- Interviews will be conducted as part of the nomination process only for the most competitive applicants.
- Must be a Virginia resident to qualify for a nomination from Senator Tim Kaine
- Reminder: You must separately apply to the Service Academy School of your choice.

Service Academy Information

Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Addresses, phone numbers and website information for the Academies are provided below.

**U.S. Naval
Officer of Admissions
117 Decatur Road
Annapolis, MD 21402
Phone: 888-249-7707
www.usna.edu**

**U.S. Military Academy
Office of Admissions
Building 606
West Point, NY 10996
Phone: 800-822-2769
www.usma.edu**

**U.S. Air Force Academy
Office of Admissions
2304 Cadet Drive, Suite 200
USAF Academy CO 80840
Phone: 800-443-9266
www.usafa.edu**

**U.S. Merchant Marine Academy
Office of Admissions
300 Steamboat Road, Wiley Hall
Kings Point, NY 11024-1699
Phone: 866-546-4778
www.usmma.edu**



APPLICATION FORM

Last name First name Middle initial

Permanent home/legal address

Temporary address (if applicable)

Home Telephone Alternate Telephone Email Address

Are you a U.S. Citizen YES_____ NO_____ Naturalized (If so give date) _____

Currently attending: _____High School _____2-yr College _____4-yr College _____Prep School

Name of High School(s) _____ Date of Graduation_____

High School GPA (Weighted)_____ GPA (Un-Weighted)_____ Class Rank_____

SAT Scores: Math_____ Verbal_____ Writing_____

ACT Scores: Math_____ Reading_____ Science_____ English_____

Parent(s)/Legal Guardian(s)_____

Parent(s)/Legal Guardian(s) Place of Employment_____

Parent(s)/Legal Guardian(s) Work Phone_____

House of Representative District:_____

Other Congressional Offices to which you are applying for nominations:_____

Please rank the academies to which you will accept a nomination in order of preference (1-4), and only include those to which you are applying for admission. Due to the high number of highly qualified applicants seeking nomination, it is highly possible that applicants may be nominated for an academy other than their first choice, if you do not wish to be considered for a particular academy, please leave that line blank.

U.S. Air Force Academy _____ U.S. Naval Academy _____

U.S. Merchant Marine Academy _____ U.S. Military Academy _____

Signature of Applicant:_____

Printed Name:_____

Date:_____

The following items constitute a completed application:

- ✓ Application Form
- ✓ (2) Letters of Recommendation
- ✓ Official Transcript
- ✓ Standardized Test Results
- ✓ Essay
- ✓ Resume

Please note ALL ITEMS must be received as **one package** by **September 1, 2013**. Late applications will not be accepted or considered. Applicants will not be notified if items are missing. Applications missing required items will not be considered. Applications must be mailed and postmarked by September 1, 2013 to

U.S. Senator Tim Kaine
Attn: Keren Charles Dongo
9408 Grant Ave, Suite 202
Manassas VA, 20110
Phone: (202) 224-4024