

TIM KAINE

*** UNITED STATES SENATOR FOR VIRGINIA ***

Dear Applicant,

Welcome to my academy nomination application for the academy classes of 2022 (entering the summer of 2018). It is an honor for me to nominate the best and brightest young women and men from Virginia as candidates to the U.S. Military, Naval, Air Force and Merchant Marine Academies.

This is an extremely competitive process. Each year my office receives 500-600 applications from students all over Virginia yet only 10 applicants per academy will receive a nomination. I encourage you to submit the very best application for consideration by my evaluation committee. My academy evaluation committee consists of service academy alumni that have served and are serving their country with honor as officers. I trust them whole-heartedly to choose our next generation of military leadership.

My office does not conduct in-person applicant interviews. We believe our thorough application process provides a fair and unbiased evaluation of all applicants.

This is a very exciting time in your life, and we want to assist you in the nomination process. Please download the instructions and create an online profile to begin the process.

Deadlines:

- All 3 sections of the online questionnaire must be submitted online by **Tuesday, October 10, 2017 at 11:59 PM. The system will shut down at that time. You will not be able to access your application after that time.**
- Letters of Recommendation and transcripts must be mailed as one package and must be postmarked on or before **Tuesday, October 10, 2017.**
- SAT/ACT test scores must be requested by **Tuesday, October 10, 2017** from the testing service.

Applicants will be notified of my decision by December 31, 2017. If you have questions, please feel free to contact my Academy Nominations Coordinator at academy_nominations@kaine.senate.gov or by calling 804-771-8311.

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



Senator Tim Kaine

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Instructions for seeking a service academy nomination for the academy classes of 2022 for

**The Office of US Senator Tim Kaine
(Please print these instructions for your future reference)**

Please create an online application profile. Please sign up using your FULL legal first, middle and last name (no nicknames/shortened names). Record and secure your login and password for future reference. Please do not create multiple accounts.

The application process consists of two parts:

Part I – ONLINE QUESTIONNAIRE

1 – **PERSONAL INFORMATION SECTION:** Please fill out each question accurately and completely.

2 – **RESUME SECTION:** In this section you will be asked to provide a detailed list of your academic, community service, extracurricular, work, athletic and other notable activities and accomplishments.

3 – **WRITTEN INTERVIEW SECTION:** Please answer each of following questions.

- Why do you desire to attend a US Service Academy?
- Why is serving in the armed forces after graduation important to you? What impact will the experience will have on you, your community and your country?
- Describe a time when you failed at something and what you learned from that experience.
- Describe a time that you had to make a tough decision. Describe the situation, your decision, how you came to that decision, and whether it was ultimately the right or wrong decision.

Grammar, sentence structure, and writing ability will be evaluated in addition to the substance of your answer.

You may save and come back to your online questionnaire as often as you like.

SUBMISSION: You must submit your application online in order to be considered for a nomination. You must receive the following message via e-mail when your application is submitted:

"Thank you for submitting your application"

If you do not receive this message, YOUR APPLICATION IS NOT YET COMPLETE AND YOU CANNOT BE CONSIDERED FOR A NOMINATION. Saving your application (to edit later) is not submitting your application. Once your application is submitted you may not make additions or changes. Print a copy of your submitted application for your records.

The online application must be submitted by 11:59 PM October 10, 2017. Internet/ network outages, power outages, computer issues, or connectivity problems are not acceptable reasons for missing the online questionnaire deadline. The applicant should plan for adequate time to submit the online application before the deadline. Do not wait until the last day. If you are experiencing a website problem, you must contact the academy nominations coordinator at 804-771-8311 no less than 24 hours before the deadline. **NO EXCEPTIONS.**

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Part II – MAIL-IN ITEMS

Two (2) letters of recommendations are required.

- **Letter of Recommendation #1:** Should be from either a school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. This letter must be on official school letterhead. Please contact the academy coordinator if this is a problem.
- **Letter of Recommendation #2:** Should be from a person outside of the school system and not a family member or relative that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted.

*Letter writers must complete the attached forms. There will be no exceptions.

OFFICIAL TRANSCRIPTS- Submit copies of official sealed transcripts from all schools attended (e.g. high school, community college, 4 year college/university, prep school). Transcript should include cumulative GPA, current course schedule, and SAT/ACT scores. Your school may include a print out of your course schedule and SAT/ACT scores in the sealed transcript envelope if they are not printed on the transcript document.

Your sealed letters of recommendations and transcripts must be postmarked on or before **October 10, 2017**. See attached checklist.

STANDARDIZED TEST SCORES – Applicants must take the ACT or SAT at least once prior to the October 10, 2017 deadline. SCORES FROM TESTS TAKEN AFTER THE DEADLINE WILL NOT BE ACCEPTED OR CONSIDERED. We will take the SAT/ACT scores from your official school transcript. If your school does not provide SAT /ACT scores with your official transcript, **YOU MUST HAVE your test scores sent directly to the Office of Senator Kaine using SAT code 0236 or ACT code 7191**. Scores must be requested from the testing service by October 10, 2017. It is not necessary to pay for expedited/rush reports; as long as they are requested by October 10, 2017 they will be accepted. Please send a copy of your order receipt.

*If you take these tests multiple times, the highest test score achieved in each section will be used in evaluating your application.

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Additional Rules

- The applicant is responsible for maintaining an active e-mail address associated with this online application. The applicant is responsible for reading all e-mail correspondences from The Office of Senator Kaine and responding accordingly if required. The applicant should monitor their spam/junk mail folder to ensure delivery of messages.
- The applicant is responsible for monitoring their online application “Checklist Items” regularly to confirm the receipt of all required materials. “Checklist Items” is the ONLY way you will know if your materials have been received.
- Applicants applying for a nomination for a second time must complete a new online application, submit a new official sealed transcript AND must submit new letters of recommendation. Previously submitted test scores can be used.
- Internet/ network outages, computer issues, or connectivity problems are not acceptable reasons for missing the online questionnaire deadline. The applicant should plan for adequate time to submit the online application before the deadline. Do not wait until the last day. If you are experiencing a website problem, you must contact the academy nominations coordinator at 804-771-8311 24 hours before the deadline.
- The applicant is responsible for collecting their letters of recommendation from their letter writers and mailing them in as one package by the deadline. Late letter submissions directly from letter writers will not be accepted.
- Only original signed and sealed documents will be accepted for transcripts and letters. Faxes and e-mails are not valid.
- It is strongly recommended that you apply to all nomination sources available in order to receive a nomination.
- Senator Kaine and his staff will not grant individual meetings with applicants, their family members, or persons advocating on their behalf for the purpose of discussing the academy nomination process.
- The Office of Senator Kaine does not conduct interviews.
- All decision letters will be mailed in December.
- Applicants will not be and are never notified of the official decision over the phone. Official decision letters will be mailed in December.

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**APPLICANT:
PRINT THIS PAGE AND INCLUDE IT WITH YOUR PACKAGE.
FAILURE TO INCLUDE THIS PAGE CAN DELAY THE PROCESSING
OF YOUR MATERIALS**

Please mail to:
The Office of U.S. Senator Tim Kaine
Attn: Academy Nominations Coordinator
919 East Main Street, Suite 970
Richmond, Virginia 23219

**YOUR PACKAGE MUST BE POSTMARKED ON OR BEFORE
Tuesday, October 10, 2017**

Applicant Name: _____

Date you completed or plan to complete your online application _____

*Online applications must be submitted by Tuesday, October 10, 2017 by 11:59 PM. You must hit submit.

DO NOT SEND PICTURES. DO NOT SEND UNREQUESTED MATERIALS SUCH AS NEWSPAPER ARTICLES, AWARDS, CERTIFICATES AND MEDALS. DO NOT USE PORTFOLIOS, FOLDERS, OR REPORT COVERS. DO NOT INCLUDE A COPY OF YOUR ONLINE APPLICATION.

Please initial that you have enclosed the following:

____ **Letter of Recommendation #1:** Letter of Recommendation #1 should be from someone affiliated with your school/education. It can be a school official, administrator, teacher, guidance counselor, activity advisor or school affiliated coach. Letter should be sealed with the writer's signature across the seal. Please label the envelope Letter #1.

____ **Letter of Recommendation #2:** Should be from a person outside of the school system/education and not a family member or relative that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted here. Letter should be sealed with the writer's signature across the seal. Please label the envelope Letter #2.

***Do not submit more than 2 letters of recommendation. Additional letters will not be read or returned. Letters received after the deadline will not be considered.**

____ **OFFICIAL TRANSCRIPTS-** Submit copies of official sealed transcripts from all schools attended (high school, community college, 4 year college/university, prep school). Transcript should include cumulative GPA, current course schedule, and SAT/ACT scores. You school may include a print out of your course schedule and SAT/ACT scores in the sealed transcript envelope if they are not printed on the transcript document.

____ **Current Course Schedule**
(may be printed on transcript or enclosed in the transcript envelope)

____ **SAT or ACT Scores**

_____ Check if printed on transcript or enclosed in transcript envelope from your school

-OR-

_____ Check if you ordered a copy to be sent to the office. Please include order receipt.

The Office of U.S. Senator Kaine – Academy Nominations

APPLICANT: PRINT THIS PAGE AND GIVE IT TO THE WRITER OF LETTER OF RECOMMENDATION #1.

Letter of Recommendation #1: Should be from someone affiliated with your school/education. It can be a school official, administrator, teacher, guidance counselor, activity advisor, or school affiliated coach. This letter must be on official school letterhead and must have an original (wet) signature.

LETTER WRITER:

PLEASE FILL OUT THIS FORM AND INCLUDE IT IN AN ENVELOPE WITH YOUR LETTER OF RECOMMENDATION. PLEASE SEAL THE ENVELOPE AND SIGN ACROSS THE SEAL.

RETURN THE SEALED ENVELOPE TO THE APPLICANT.

PLEASE ADDRESS YOUR LETTER TO:

**U.S. Senator Tim Kaine
Attn: Academy Nominations Coordinator
919 East Main Street, Suite 970
Richmond, Virginia 23219**

APPLICANT'S NAME:

YOUR NAME:

SCHOOL & TITLE:

BEST CONTACT PHONE NUMBER:

E-MAIL ADDRESS:

The Office of U.S. Senator Kaine – Academy Nominations

APPLICANT: PRINT THIS PAGE AND GIVE IT TO THE WRITER OF LETTER OF RECOMMENDATION #2.

Letter of Recommendation #2 should be from a person not affiliated with the applicant's school /education (not a family member or relative) that can best assess your intellect, character, and suitability for military service. A letter from a coach not affiliated with the school system will be accepted. Letterhead is not required.

LETTER WRITER:

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YOUR NAME:

BEST CONTACT PHONE NUMBER:

E-MAIL ADDRESS: