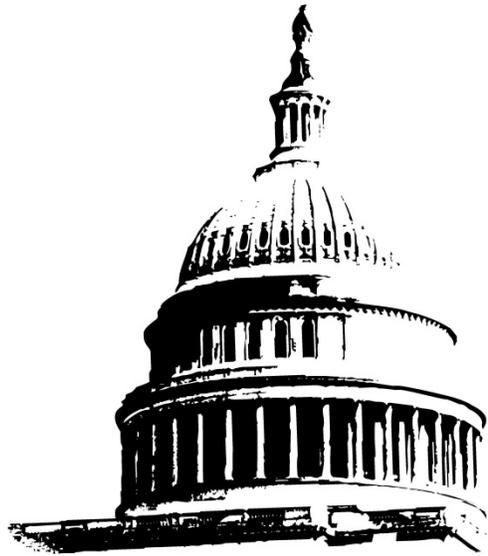


Congress of the United States



SERVICE ACADEMY

Nomination Packet



CONGRESSMAN DAN NEWHOUSE

4th Congressional District of Washington

Please Return to:

3100 George Washington Way, Suite 135

Richland, WA 99353



Nomination Packet:

1. Submit all documents in a double pocket portfolio folder with your name on the front. Your folder must be organized, legible, and in order of numerical assignment. ***Do not submit your packet until it is complete, all incomplete packets will not be considered.***
2. It is the responsibility of the applicant to ensure that their Nomination Packet is received at the Richland District Office no later than 5:00 pm November 15, 2016. Applicants are encouraged to call and check the status of their packets.
3. **DO NOT: Staple any paperwork, include any double sided pages, or use protective sheets.**

Requirements:

1. **Application form:** The Service Academy Nomination Form.
2. **High School Transcript:** Sealed and certified; it is submitted as part of the nomination packet. Please do not have it forwarded directly from your school.
3. **Final first quarter senior grades.** (If you graduated high school). If you are still in your senior year please submit your **Quarter/Semester progress report**.
 - a. An official print out from your school website can fulfill this requirement.
 - b. You will also need to provide grades/progress report from all higher education institutions attended.
4. **SAT/ACT Scores:** ***Official Student Score Reports or copies of these sheets only*** (you may print a copy from the College Board Website). Copied information on transcripts provided by your school is not acceptable.
5. **Résumé:** Not to exceed two pages in length. You may use any standard résumé format that best highlights your particular accomplishments.
6. **Personal Letter:** This letter is to be a maximum of one (1) page, single spaced, and size 12 font (Times New Roman). This letter should fully express to the Congressman your reasons for attending an academy as well as your goals after graduation to include your definition of what leadership and service mean to you.
7. **Letters of Recommendation:** Submit three (3) letters. One must be from either a guidance counselor/advisor or your principal. Letters of recommendation should be written by individuals who can assess your leadership ability, character, and participation in activities other than academic. Submit your letters with your packet; ***do not have individuals forward your letters to the District Office.***
8. **Photo:** Submit one recent photograph of yourself ***no larger than 4x6 inches.*** This does not have to be a school photo. You may use this as another opportunity to express yourself as an individual or to highlight an accomplishment.

All questions, concerns, and requests for assistance must be addressed to the Academy Nomination Coordinator, Ryan MacDonald. Contact information for him is as follows:

Address:

Office of Congressman Dan Newhouse
ATTN: Ryan MacDonald
3100 George Washington Way, Suite 135
Richland, WA 99354

Email: Ryan.MacDonald@mail.house.gov

Phone Number: (509) 713-7374

Fax Number: (509) 713-7377

