



Congressman Jim Himes U.S. Service Academy Nomination Procedures

Dear Applicant:

The following information is meant to assist you in applying for Congressman Jim Himes's nomination for one of the U.S. Service Academies. The academy application process is very exciting; however, it is also a rigorous one and will strengthen your desire to serve your country. Please be aware that the timely submission, completeness, accuracy and appearance of your application are important aspects of the selection process. The nominating process begins with you filling-out and submitting the accompanying application packet. Please review the information and guidelines below, and retain a copy of all documents that you submit to Congressman Himes' office.

ELIGIBILITY

Nominees must adhere to the following eligibility requirements:

- Nominees **MUST BE** United States Citizens.
- Applicants **MUST BE PERMANENT** residents of Connecticut **AND** the Fourth Congressional District. *** Please note that the town of Shelton is divided between two congressional districts. By law Congressman Himes can only provide nominations to those who reside in his district. If you live in Shelton please confirm with your Registrar of Voters that you reside in the Fourth Congressional District.*
- Candidates must be at least 17 years old, but not have passed their 23rd birthday by July 1 of the year of admission.
- *Candidates for admission to the Merchant Marine Academy must be at least 17 years old, but not have passed their 25th birthday by July 1 of the year of admission.*
- Candidates must be unmarried.
- Candidates must have no legal obligations to support any dependents.
- There will be physical aptitude and medical testing requirements to qualify.
- Academically, the majority of students accepted to the academies are in the top 20% of their class, with higher than average test scores in Math and English.

ADMISSION TO THE SERVICE ACADEMIES

Admission to the Academies is a two-tiered process. You must first receive a nomination from your Congressman or Senator, and then your application will be reviewed by the Academy for final appointment/admission to the respective Academy. To be eligible for a Congressional nomination and



Congressman Jim Himes U.S. Service Academy Nomination Procedures

an appointment to a U.S. Service Academy, you **MUST** follow two procedures at the same time:

1) **Consideration for a Congressional Nomination** (Congressional Office)

When your completed nomination application (included in this packet) is received, a file will be opened and maintained in your name in Congressman Himes' Bridgeport office. You may add information, letters of recommendation, transcript, SAT scores, etc. at any time **BEFORE December 2, 2013**. *Keep in touch* with the Congressman's office at (866) 453-0028.

2) **Consideration for an Academy Appointment** (Academy Admissions Office)

When each academy receives your completed pre-candidate questionnaire (which **YOU MUST** request from each academy), a file will be opened and maintained in your name in the admissions office. You may add information to your file at an academy, as instructed by each academy. *Be aware* of deadlines and *keep in touch* with academies!

METHOD OF NOMINATION

To get a copy of an application for nomination, please visit Congressman Himes' website at www.himes.house.gov or contact his Bridgeport district office at (866) 453-0028. ***This application process is for nominations, and is separate from the application you must complete for the academies.*** Congressman Himes accepts nominations to the following service academies. The service academies may be contacted earlier in the calendar year to request candidate information sent directly to your home. *The U.S. Coast Guard Academy in New London does not require a congressional nomination.

U.S. Air Force Academy
Air Force Academy Admissions Office
HQ USAFA/RRS, 2304 Cadet Drive, Suite 200
USAF Academy, CO 80840-5025
<http://www.usafa.af.mil>

U.S. Military Academy at West Point
West Point Director of Admissions
600 Thayer Road
West Point, NY 10996-9902
<http://www.usma.edu/>



Congressman Jim Himes

U.S. Service Academy Nomination Procedures

United States Naval Academy
Naval Academy Candidate Guidance Office
117 Decatur Road
Annapolis, MD 21402-5018
<http://www.usna.edu>

United States Merchant Marine Academy
Merchant Marine Academy Admissions Office
Kings Point, NY 11024-9997
<http://www.usmma.edu/>

Congressman Himes uses a “competitive” form of nomination. Using this method, the Member of Congress submits to the academy an unranked list of nominees for each vacancy. The academy then reviews the list and selects the most qualified candidates.

Due to the competitiveness of this selection process, it is strongly recommended that each candidate apply to both U.S. Senators and their U.S. Representative. Applicants may wish to consider applying to the Vice President for nomination. Please refer to the academy catalog or an admissions representative for further information.

An applicant who has a parent who is an active or retired military person, a disabled or deceased veteran, a POW/MIA, or a Medal of Honor winner, may wish to contact the academy to learn of additional means of receiving a service connected or Presidential nomination.

REQUIRED DOCUMENTS

An application file is considered complete in Congressman Himes’s office when it contains the following items:

- 1) Completed application form.** Applications must be typed or neatly written. For your convenience the application is posted on www.himes.house.gov.
Please attach a recent wallet-size photograph of yourself to the application.
- 2) Personal Statement.** Please attach a brief statement illustrating your reasons for wanting to attend the academy of your choice. Please keep it no more than one page in length and include your name at the top of the page. (See application for further details).



Congressman Jim Himes U.S. Service Academy Nomination Procedures

- 3) **Official Academic Transcript.** Please provide a copy of your official academic transcript(s) (high school and/or college). All transcripts must be originals bearing your school's official seal. Transcripts must come from the high school guidance counselor. (College students are required to submit both high school and college transcripts).
- 4) **SAT and/or ACT scores.** Please submit all available scores. Applicants may choose to notify the SAT/ACT testing centers to requests that scores be sent directly to Congressman Himes's office. The SAT code is #6173. The ACT code is #7312. Due to costs of requesting original copies guidance counselors may submit these scores with the candidate's official transcript in a sealed envelope.

Please note candidates who receive appointments to the academies usually are in at least the top 20% of their class, with higher than average test scores in Math and English. We recommend that you check the websites of each academy for up to date detailed information on average test scores.

- 5) **Letters of Recommendation.** Please obtain recommendations from three people, including two from academic sources. The other recommendation may come from an academic source or a non-academic source such as coaches, employers, clergy, neighbors or other non-family members who can accurately comment on the applicant's character, abilities and potential. Please use the recommendation forms that are available in the application packet.

All letters of recommendation must be returned in a sealed envelope with their signature across the seal. All three letters must be submitted with your application by **December 2, 2013**. On the application form, please provide the names and contact information of those whom you expect to write your recommendations.

- 6) **Pre-Candidate Questionnaire.** Please obtain a Pre-Candidate Questionnaire from the Academy. This initiates your file at the Academy and permits the Academy to begin evaluating your candidacy. In turn, the Academy will keep me advised of your status.

PROCEDURES

- 1) All required documents **MUST** be submitted to Congressman Himes's office **NO LATER THAN DECEMBER 2, 2013**, in order to be considered for his nomination. Please send all documents to:

Office of Congressman Jim Himes
Attn: Paul Coyle
211 State Street, 2nd Floor
Bridgeport, CT 06604



Congressman Jim Himes U.S. Service Academy Nomination Procedures

This deadline will not be extended. **If all materials are not submitted by the deadline, your file will be closed as incomplete and you will not be considered for nomination.** SAT and ACT scores from November testing dates are the only materials accepted after the deadline.

- 2) Please be sure to submit all documents to our office as **ONE COMPLETE PACKAGE.**
- 3) You will be asked to appear for a personal interview (see Selection Process).
- 4) If, after applying for the nomination, you decide you are no longer interested in an appointment, please notify Congressman Himes' office.

SELECTION PROCESS

Following the receipt of your completed application on or before the stated deadline, Congressman Himes' office will notify you of a personal interview with his Academy Nomination Advisory Panel. Nominations will be based on the recommendations of this Advisory Panel, which is comprised of former academy graduates, community leaders, and former and current members of the U.S. Armed Services who will interview and evaluate candidates. **Interviews will take place in mid-December.**

After nominations have been submitted to the academies, the Admissions Office of each academy will offer the actual appointments to successful nominees. The announcement of appointments can begin as early as January and will continue for several months until the ranks of the next entering classes are full.

A congressional nomination does not guarantee admission to one of the service academies. The academies' respective admissions boards ultimately decide who is admitted. The four service academies that require congressional nomination include the U.S. Naval Academy (USNA), the U.S. Military Academy at West Point (USMA), the U.S. Air Force Academy (USAFA), and the U.S. Merchant Marine Academy (USMMA); the U.S. Coast Guard Academy does not require nomination.

Because the nomination process is extremely competitive, be sure to apply to all nominating sources available to you. Also, you should indicate your alternative academy choices in case you don't receive a nomination to your first academy choice. Give yourself the benefit of every opportunity. Please read this application packet thoroughly and follow instructions carefully. If you have any questions or concerns, please don't hesitate to call my main district office at (866) 453-0028.



Congressman Jim Himes U.S. Service Academy Nomination Procedures

APPLICATION FOR SERVICE ACADEMY NOMINATION

Please type or print neatly in black or blue ink.

Name: _____ Date of Birth: ____/____/____
Last First Middle MM/DD/YYYY

Permanent Address: _____
Street Apartment #

City or Town State Zip Code

Mailing or Temporary Address: _____
Street Apartment #

City or Town State Zip Code

Telephone Number: () _____ () _____
Permanent Residence Temporary/Other

Social Security #: ____/____/____ U.S. Citizen: Yes: ____ No: ____

Mother's Name: _____ Father's Name: _____

Parent's Address (If different from above): _____
Street Apt. #

City or Town State Zip Code

E-mail Address: _____ County: _____

Academy Choice: (In order of preference: 1, 2, 3, 4, or "Only")

_____ Air Force _____ West Point _____ Naval _____ Merchant Marine



Congressman Jim Himes U.S. Service Academy Nomination Procedures

Are you seeking a nomination from: _____ Senator Blumenthal _____ Senator Murphy

High School/College: _____

Address: _____
Street

_____ City or Town State Zip Code

School Phone #: () _____ Date of Graduation: _____

Class Rank: _____ of _____ Guidance Counselor: _____

SAT Scores: Math _____ Verbal _____ Date Taken: _____

Math _____ Verbal _____ Date Taken: _____

ACT Scores (If any): Subject: _____ Score: _____ Date Taken: _____

Subject: _____ Score: _____ Date Taken: _____

AP Scores (If any): Subject: _____ Score: _____ Date Taken: _____

Subject: _____ Score: _____ Date Taken: _____



Congressman Jim Himes

U.S. Service Academy Nomination Procedures

Please list the classes you are taking/have taken this year (make sure to make the levels: e.g. Honors, AP, etc.):

Semester One	Semester Two

In the table below, please list the extracurricular, athletic, and community activities in which you participated during high school (and college). From top to bottom, please list the groups in order of their importance to you. Please include any positions held or awards received.

Activity	Years Involved	Hours Per Week	Offices Held, Awards Received



Congressman Jim Himes
U.S. Service Academy Nomination Procedures

List any awards, honors, or special activities: _____

Work Experience: _____

List any family members who served in the military: _____

List any family members who are Academy graduates: _____



Congressman Jim Himes U.S. Service Academy Nomination Procedures

In the nomination process, we hope to learn about each candidate as a whole. SAT scores, transcripts and activities tell us only so much information about you as a person.

The following short answer and personal statement questions will help us better understand you and your motivation for attending a United States Service Academy. Please remember that there are no right or wrong answers.

Please type your response to the following short answer and personal statement on an additional piece of paper. Please make sure that your name is one the top, right hand corner of each page.

Short Answer Question: On the previous page, you were asked to list your activities by order of importance to you. Please tell us why you consider your top activity to be most important. What have you learned from participating in that group, club, team, or activity? What have you added to the group? How will having participated affect you in the future?

Essay Question: Please write about your desire at attend a United States service academy. Perhaps you may wish to describe the event(s) that made you interested in attending a service academy. Furthermore, you may want to write about a family member or friend who was influential in your decision-making. Please be clear in describing why attending a U.S. service academy is right for you.

Signature: _____ Date: _____

By signing this form, I swear that the material contained therein is
Truthful and accurate and the written material is my own.

PLEASE RETURN THIS APPLICATION NO LATER THAN **DECEMBER 2, 2013** TO:

Office of Congressman Jim Himes
Attn: Paul Coyle
211 State Street, Second Floor
Bridgeport, CT 06604



Congressman Jim Himes U.S. Service Academy Nomination Procedures

Letters of Recommendation Supplement

Enclosed with this application, please find three identical forms for you to submit to those people who will be writing your letters of recommendation. These recommendations should be returned to you in a sealed envelope with their signature across the flap. Please notify these individuals of your **December 2, 2013** deadline.

Please include all three letters of recommendation with your application.

Please provide us with the names of those people who are writing letters or recommendation for your candidacy.

Name: _____

Title: _____ Relation to You: _____ Years Known: _____

Name: _____

Title: _____ Relation to You: _____ Years Known: _____

Name: _____

Title: _____ Relation to You: _____ Years Known: _____



Congressman Jim Himes U.S. Service Academy Nomination Procedures

RECOMMENDATION FORM FOR APPLICANTS FOR CONGRESSIONAL NOMINATION TO U.S. SERVICE ACADEMIES

Dear Sir/Madam:

Thank you for agreeing to recommend this candidate in his or her application for a Congressional nomination to a U.S. service academy. I appreciate your candid evaluation of this student's scholarship and character. For your convenience and privacy, I would ask that you return your recommendation to the applicant in an envelope with your signature across the seal. Please keep in mind that applications are due on **December 2, 2012.**

JIM HIMES, Member of Congress

Candidate's Name: _____
Last First Middle

Your Name: _____

Address: _____

Position/Title: _____

Relationship To The Student: _____

How Long Have You Known This Student? _____

If You Are a Teacher, In What Classes Have You Instructed This Student? _____

What Grades Did He or She Receive? _____

Directions: Please complete the chart on the next page of this form. For each of the characteristics listed, please evaluate the candidate as compared to other students whom you know or those within his or her class. Please continue these evaluations in depth with a letter in which you describe the candidate as you know him or her. (If you have prepared a recommendation for this student for another college, you may submit a photocopy of such a letter.) Please include or highlight any areas of this student's candidacy, which you believe deserve special consideration. Thank you for your time and cooperation.



Congressman Jim Himes

U.S. Service Academy Nomination Procedures

Please check the appropriate boxes.

(If you have no basis for judgment on one or more of these characteristics, do not check any box.)

Characteristic	Poor	Satisfactory	Good	Very Good	Excellent	Top 1-3% of Class
Scholarship	<input type="checkbox"/>					
Self-Discipline	<input type="checkbox"/>					
Leadership	<input type="checkbox"/>					
Challenges Self	<input type="checkbox"/>					
Respected by Peers	<input type="checkbox"/>					
Respected by Faculty	<input type="checkbox"/>					
Accepts Criticism	<input type="checkbox"/>					
Actively Participates In Extracurriculars	<input type="checkbox"/>					

Signature: _____ Date: _____

Please include this form with your written comments to the applicant in a sealed envelope. Should you have any questions or concerns, or would like to further comment on this applicant, please contact Paul Coyle at:

Office of Congressman Jim Himes
 Attention: Paul Coyle
 211 State Street, Second Floor
 Bridgeport, CT 06604
 (203) 333-6600



Congressman Jim Himes U.S. Service Academy Nomination Procedures

RECOMMENDATION FORM FOR APPLICANTS FOR CONGRESSIONAL NOMINATION TO U.S. SERVICE ACADEMIES

Dear Sir/Madam:

Thank you for agreeing to recommend this candidate in his or her application for a Congressional nomination to a U.S. service academy. I appreciate your candid evaluation of this student's scholarship and character. For your convenience and privacy, I would ask that you return your recommendation to the applicant in an envelope with your signature across the seal. Please keep in mind that applications are due on **December 2, 2013.**

JIM HIMES, Member of Congress

Candidate's Name: _____
Last First Middle

Your Name: _____

Address: _____

Position/Title: _____

Relationship To The Student: _____

How Long Have You Known This Student? _____

If You Are a Teacher, In What Classes Have You Instructed This Student? _____

What Grades Did He or She Receive? _____

Directions: Please complete the chart on the next page of this form. For each of the characteristics listed, please evaluate the candidate as compared to other students whom you know or those within his or her class. Please continue these evaluations in depth with a letter in which you describe the candidate as you know him or her. (If you have prepared a recommendation for this student for another college, you may submit a photocopy of such a letter.) Please include or highlight any areas of this student's candidacy, which you believe deserve special consideration. Thank you for your time and cooperation.



Congressman Jim Himes U.S. Service Academy Nomination Procedures

Please check the appropriate boxes.

(If you have no basis for judgment on one or more of these characteristics, do not check any box.)

Characteristic	Poor	Satisfactory	Good	Very Good	Excellent	Top 1-3% of Class
Scholarship	<input type="checkbox"/>					
Self-Discipline	<input type="checkbox"/>					
Leadership	<input type="checkbox"/>					
Challenges Self	<input type="checkbox"/>					
Respected by Peers	<input type="checkbox"/>					
Respected by Faculty	<input type="checkbox"/>					
Accepts Criticism	<input type="checkbox"/>					
Actively Participates In Extracurriculars	<input type="checkbox"/>					

Signature: _____ Date: _____

Please include this form with your written comments to the applicant in a sealed envelope. Should you have any questions or concerns, or would like to further comment on this applicant, please contact Paul Coyle at:

Office of Congressman Jim Himes
Attention: Paul Coyle
211 State Street, Second Floor
Bridgeport, CT 06604
(203) 333-6600



Congressman Jim Himes U.S. Service Academy Nomination Procedures

RECOMMENDATION FORM FOR APPLICANTS FOR CONGRESSIONAL NOMINATION TO U.S. SERVICE ACADEMIES

Dear Sir/Madam:

Thank you for agreeing to recommend this candidate in his or her application for a Congressional nomination to a U.S. service academy. I appreciate your candid evaluation of this student's scholarship and character. For your convenience and privacy, I would ask that you return your recommendation to the applicant in an envelope with your signature across the seal. Please keep in mind that applications are due on **December 2, 2013.**

JIM HIMES, Member of Congress

Candidate's Name: _____
Last First Middle

Your Name: _____

Address: _____

Position/Title: _____

Relationship To The Student: _____

How Long Have You Known This Student? _____

If You Are a Teacher, In What Classes Have You Instructed This Student? _____

What Grades Did He or She Receive? _____

Directions: Please complete the chart on the next page of this form. For each of the characteristics listed, please evaluate the candidate as compared to other students whom you know or those within his or her class. Please continue these evaluations in depth with a letter in which you describe the candidate as you know him or her. (If you have prepared a recommendation for this student for another college, you may submit a photocopy of such a letter.) Please include or highlight any areas of this student's candidacy, which you believe deserve special consideration. Thank you for your time and cooperation.



Congressman Jim Himes U.S. Service Academy Nomination Procedures

Please check the appropriate boxes.

(If you have no basis for judgment on one or more of these characteristics, do not check any box.)

Characteristic	Poor	Satisfactory	Good	Very Good	Excellent	Top 1-3% of Class
Scholarship	<input type="checkbox"/>					
Self-Discipline	<input type="checkbox"/>					
Leadership	<input type="checkbox"/>					
Challenges Self	<input type="checkbox"/>					
Respected by Peers	<input type="checkbox"/>					
Respected by Faculty	<input type="checkbox"/>					
Accepts Criticism	<input type="checkbox"/>					
Actively Participates In Extracurriculars	<input type="checkbox"/>					

Signature: _____ Date: _____

Please include this form with your written comments to the applicant in a sealed envelope. Should you have any questions or concerns, or would like to further comment on this applicant, please contact Paul Coyle at:

Office of Congressman Jim Himes
Attention: Paul Coyle
211 State Street, Second Floor
Bridgeport, CT 06604
(203) 333-6600