



CONGRESSMAN CEDRIC RICHMOND

Nomination Application Package for the United States Service Academies

Acceptance at an Academy involves at least a nine year obligation to the particular Service: four years at the Academy and five years with the Service.

It is in your best interest to request a nomination through all sources available to you: Presidential, Vice Presidential, Senatorial and Congressional. If your father or mother is active duty military, or was killed in action, you may be eligible for a Presidential or Vice Presidential nomination. Please contact the Service Academy for more information. It is strongly recommended each candidate apply to both U.S. Senators and their Congressman.

Applicant Qualifications

As of July 1st of the year of admission, applicants must meet the following requirements:

- ❖ Age: at least 17 by July 1st of entering year, but not older than 23
- ❖ Citizenship: U.S. citizen or have obtained citizenship by graduation
- ❖ Residency: A legal resident of Louisiana's 2nd Congressional District
- ❖ Marital Status or Dependency: unmarried, not pregnant, and have no legal obligation to support a child or other dependents
- ❖ Academic: Complete SAT I or ACT examinations. (Contact individual Academies for their specific requirements.)
- ❖ Health: Must pass academy's physical requirements and medical examination
- ❖ Character: Must be of strong moral character

READ INSTRUCTIONS CAREFULLY

Nomination Procedures

TO BE CONSIDERED FOR A NOMINATION BY CONGRESSMAN CEDRIC RICHMOND, **EACH APPLICANT MUST SUBMIT AN APPLICATION PACKAGE TO THE NEW ORLEANS OFFICE ON OR BEFORE THE 3RD FRIDAY IN NOVEMBER.**

LATE APPLICATIONS OR MATERIALS RECEIVED SEPARATELY (SUCH AS LETTERS OF RECOMMENDATION, TRANSCRIPTS, OR OTHER ATTACHMENTS) WILL NOT BE CONSIDERED.

EACH PACKAGE MUST CONTAIN THE ITEMS LISTED BELOW:

- ❖ **Photo** (wallet size)
- ❖ **Application Form** (included in this Package)
- ❖ **Extra-curricular Activities Worksheet** (included in this Package)
- ❖ **Nomination Board Questionnaire** (included in this Package)
- ❖ **Letters of Recommendation:** Three letters of recommendations. One letter must be written by your High School Principal or Guidance Counselor. The other letters may be written by teachers, coaches, scout masters, clergy or community leaders who can accurately comment on your character, abilities and potential for success in an Academy environment. Recommendations by family members are discouraged, but will be accepted in exceptional circumstances. All letters should be sent with your completed Package to Congressman Richmond's New Orleans office. Letters of recommendation should be sealed. It is not necessary to send additional certificates, letters, photos, etc., as only the required documents will be used for consideration.
- ❖ **Resume** (one page only)
- ❖ **High School and/or College Transcript**
- ❖ **SAT/ACT Scores:** Scores may be submitted with the candidate's high school transcript. All testing scores must be received by the conclusion of Review Board interviews (mid-November through December), as results received later cannot be considered for our purposes. You are encouraged to retake the SAT or ACT exam in order to improve your academic competitiveness. Academies will accept the highest scores in each academic area, regardless of test date. If a math score is higher on one test date, and a verbal score on another, the academies will select the highest scores.
- ❖ **Delivery Instructions:** Please keep all materials together and mail to the New Orleans office once you have all items that are required. Packages must be received NO LATER THAN THE 3rd FRIDAY IN NOVEMBER.

Interviews (Interviews will be scheduled by mid-December)

Qualified applicants will be invited to a mandatory meeting with Congressman Richmond's Academy Nomination Review Board for an interview. This well-qualified, non-partisan board ensures a fair and impartial process. Applicants are encouraged to dress appropriately for the Review Board's interviews. It is recommended that men wear dress slacks and shirt, or a coat and tie. It is recommended ladies wear dress pants or skirt and dress shirt, or a dress. JROTC uniforms are acceptable. Interviews are will be held in December. Exact time and date will be determined. **All testing scores must be submitted before the scheduled interview as results received later cannot be considered.**

Selection Announcement: Nominations will be announced no later than January.

Questions: Please contact Jessica Simeon at 504-288-3777 or Jessica.simeon@mail.house.gov.

SERVICE ACADEMY NOMINATION APPLICATION

Applicants must directly contact the Academies to open an admissions file. The Academies will return to you their Candidates Kit with specific instructions for their admissions process. **The Congressional nomination materials ARE SEPARATE FROM the materials you must provide to the Academies. It is to your advantage to apply to more than one Academy.**

I wish to be nominated to the following Academy(s) in this order of preference (mark only the academies to which you seek a nomination):

____ U.S. Air Force Academy
____ U. S. Military Academy

____ U.S. Naval Academy
____ U. S. Merchant Marine Academy

Full Name: _____
(Last) (First) (Middle)

SSN: ____/____/____

Home Phone: (____) _____

DOB: _____

Cell Phone: (____) _____

AGE: _____

Other: (____) _____

GENDER: M / F

Email: _____

Permanent Address

Temporary Address (if applicable)

Father's Name: _____

Work Phone: (____) _____

Mother's Name: _____

Work Phone: (____) _____

I UNDERSTAND THAT IN ORDER TO RECEIVE CONSIDERATION FOR A NOMINATION, MY COMPLETE APPLICATION PACKAGE MUST BE RECEIVED IN THE NEW ORLEANS OFFICE NO LATER THAN THE 3rd FRIDAY IN NOVEMBER. I UNDERSTAND THAT, IF ACCEPTED INTO AN ACADEMY, THIS IS A NINE YEAR COMMITMENT. FOUR YEARS IN THE ACADEMY AND FIVE YEARS OF SERVICE UPON GRADUATION. I MEET ALL ELIGIBILITY REQUIREMENTS SET FORTH IN THIS APPLICATION, AND ALL INFORMATION IS TRUTHFUL AND ACCURATE TO BEST OF MY KNOWLEDGE. I PERSONALLY COMPLETED THIS APPLICATION, AND I UNDERSTAND THAT NO CHANGES OR ADDITIONS MAY BE MADE TO THIS PACKAGE ONCE SUBMITTED.

Applicant's Signature: _____ Date: _____

Guardian's Signature: _____ Date: _____

It shows extreme responsibility when the student handles all correspondence and contact with my office. Please note that while we understand that sometimes it is easier for the parent to make contact, we prefer to work with you, the student, as this is a major commitment on your part.

****PLEASE SEE LAST PAGE FOR COMPLETE PACKAGE CHECKLIST****

Internal Use Only

Date Complete Package Received in New Orleans Office:

Signed:

Have you applied for a nomination by another source? If you have received a nomination from another source, please indicate by marking a "check mark" next to the source. Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> Senator Cassidy | <input type="checkbox"/> Senator Kennedy |
| <input type="checkbox"/> Congressman Scalise | <input type="checkbox"/> Congressman Higgins |
| <input type="checkbox"/> Congressman Johnson | <input type="checkbox"/> Congressman Abraham |
| <input type="checkbox"/> Congressman Graves | <input type="checkbox"/> Other Congressional Nomination |
| <input type="checkbox"/> Service-connected | |

EDUCATIONAL HISTORY

Name of High School: _____

Address: _____

Phone: _____ Guidance Counselor: _____

Date of Graduation: _____ Estimated Class Rank & Class Size: _____ / _____

Grade Point Average: _____ Grade Scale Used: _____

SAT Composite: _____ Reading: _____ Math: _____ Writing: _____

ACT Composite: _____ English: _____ Math: _____

Reading: _____ Science Reasoning: _____

Grade Point Average, Scale, Class Rank & Size must be included on your high school transcript.
ACT/SAT scores reported on your official certified transcript are acceptable.

College (if applicable): _____

Grade Point Average: _____ Hours Completed: _____ Major: _____

Applicant Signature: _____

EMPLOYMENT HISTORY

Start with most recent; use additional sheets if necessary.

Place of Employment: _____

Dates Employed: _____ Hours Worked per Week: _____

Reason for Working: _____

Place of Employment: _____

Dates Employed: _____ Hours Worked per Week: _____

Reason for Working: _____

Place of Employment: _____

Dates Employed: _____ Hours Worked per Week: _____

Reason for Working: _____

CRIMINAL INFORMATION

Have you ever been convicted of a felony or misdemeanor?

Yes No

INCLUDING, BUT NOT LIMITED TO: driving while intoxicated or impaired or disorderly conduct charge

DO NOT INCLUDE: speeding tickets, parking tickets or traffic violations for which you did not receive any points

If yes, explain (attach additional sheets as necessary): _____

MEDICAL INFORMATION

Have you taken or been scheduled to take your Academy Medical Exam (scheduled by DODMERB)?

Yes No

Have you taken or been scheduled to take your Physical Aptitude Exam?

Yes No If yes, when? _____

Applicant Signature: _____

EXTRACURRICULAR ACTIVITIES WORKSHEET

ATHLETIC ACTIVITIES: Mark “JV” Junior Varsity or “V” Varsity in the appropriate space. Specify with an “L” if you lettered in the sport. Specify with a “C” if you were Captain of that sport.

<u>HIGH SCHOOL</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>
Baseball	—	—	—	—
Basketball	—	—	—	—
Cheerleading	—	—	—	—
Cross Country	—	—	—	—
Drill Team	—	—	—	—
Football	—	—	—	—
Golf	—	—	—	—
Soccer	—	—	—	—
Swimming/Diving	—	—	—	—
Tennis	—	—	—	—
Track/Field	—	—	—	—
Water Polo	—	—	—	—
Wrestling	—	—	—	—
Softball	—	—	—	—
_____	—	—	—	—
_____	—	—	—	—

<u>NON-SCHOOL ATHLETICS</u>	
Baseball	_____
Basketball	_____
Football	_____
Golf	_____
Gymnastics	_____
Running	_____
Karate	_____
Racquetball	_____
Skiing	_____
Soccer	_____
Softball	_____
Swimming	_____
Tennis	_____
Track/Field	_____
Volleyball	_____
_____	_____
_____	_____

EXTRA-CURRICULAR ACTIVITIES

Student Body Representative	_____
Scouting	_____
Church Activities	_____
Band/Orchestra	_____
Music/Singing	_____
Debate	_____
Drama	_____
School Yearbook/Newspaper	_____
Key Club	_____
Language or Science Club	_____
ROTC	_____
Civil Air Patrol	_____
_____	_____
_____	_____

LEADERSHIP ROLES

Editor, Yearbook/Newspaper	_____
Boys/Girls State	_____
Student Body President	_____
Class President	_____
Student Body Officer	_____
Athletic Team Captain	_____
Eagle Scout	_____
ROTC	_____
Other Military Officer	_____
Other School Club Officer	_____
Non-school Club Officer	_____
_____	_____
_____	_____

AWARDS AND HONORS

_____	_____
_____	_____
_____	_____

COMMUNITY INVOLVEMENT

_____	_____
_____	_____
_____	_____

ANY OTHER EXTRA CURRICULAR ACTIVITIES OR AWARDS MAY BE NOTATED IN YOUR RESUME.
Do not attach copies of commendations, certificates, photos, etc.

Applicant Signature: _____

SERVICE ACADEMY NOMINATION BOARD QUESTIONNAIRE

Answer the following question (500 words or less) in the space provided below. Please type or print legibly in black ink.

Why I want to attend a U.S. Service Academy?

Applicant Signature: _____

Checklist for your Congressional Nomination Application Package

REMEMBER: YOUR PACKAGE IS NOT CONSIDERED COMPLETE WITHOUT THE INFORMATION REQUIRED AS INDICATED ON PAGE 2. **YOUR APPLICATION PACKAGE PLUS ANY REQUESTED ITEMS MUST BE RECEIVED IN THE NEW ORLEANS OFFICE NO LATER THAN THE 3RD FRIDAY IN NOVEMBER.**

PLEASE INITIAL TO INDICATE ITEM IS INCLUDED IN YOUR PACKAGE. PLEASE RETURN IN THE FOLLOWING ORDER, AND RETURN THIS WORKSHEET WITH YOUR COMPLETED PACKAGE:

- _____ A current headshot photo (wallet size)
- _____ Nomination Application Package, pages 3-8 (6 pages) ****Do not forget to sign where requested****
- _____ Resume (1 page)
- _____ Transcript of your high school record including your final junior year grades
If you are a college student, please include your high school and college transcripts.
- _____ Your numerical class rank shown on transcript (please note if your school does not rank)
- _____ A copy of your SAT I and/or ACT scores
We will accept scores from the September and October test dates. However, your Nomination Package is incomplete without your test scores, and you will be disqualified if your scores are not received by the time nomination interviews are concluded.
- _____ Letters of recommendation (3)

LETTERS OF RECOMMENDATION

Furnish three letters of recommendation supporting your nomination. One letter must be written by your High School Principal or Guidance Counselor. It is not necessary to send certificates, additional letters, photos, etc., as only the required documents will be used for consideration. Letters **MUST** be included in your package and **NOT** sent separately.

Name	Title /Organization
1. _____	_____
2. _____	_____
3. _____	_____

Items must be submitted as a package and not individually. Due to space restrictions, only the required materials will be used in consideration of your nomination request.

YOUR COMPLETED CONGRESSIONAL NOMINATION APPLICATION PACKAGE MUST BE SUBMITTED **NO LATER THAN THE 3RD FRIDAY IN NOVEMBER TO:**

CONGRESSMAN CEDRIC RICHMOND
ATTENTION: JESSICA SIMEON
2021 LAKESHORE DRIVE, SUITE 309
NEW ORLEANS, LA 70122

Applicant Signature: _____