



U.S. Service Academy Nomination Fact Sheet

The deadline for submitting a completed application packet to Congressman Ted Poe is 5:00pm CST on WEDNESDAY, OCTOBER 15, 2014. All required documents must be received in the Harris County East District Office, located at 1801 Kingwood Drive, Suite 240, Kingwood, TX 77339, without exception, by this deadline. Only on-time, completed application packets will be considered by the Congressman's Service Academy Nomination Board.

All applicants must meet the following criteria (no exceptions) as of July 1 of the year of admission to an Academy:

- Be at least 17 years old but not have passed 23rd birthday
- Must be a U.S. citizen
- Be unmarried, not pregnant, and have no legal obligation to support children or other dependents

Applicant's legal domicile must be in the 2nd Congressional District of Texas. If parent(s) are in the military and applicant is under age 18, legal domicile is determined by residency of the parent(s). If parents are divorced, legal domicile is determined by the parent who has legal custody. Parent(s) must hold a current driver's license and/or voter registration listing an address in the 2nd District. Applicants can only request consideration for a nomination from one U.S. Representative.

A completed request for a nomination packet must contain:

- Completed application form obtained from: <http://poe.house.gov> under "How Can I Help You?"
- A minimum 2x4 recent photograph
- Three letters of recommendation dated within a year of submission from the following sources
 - One must be from a high school principal, counselor, or coach. *If applicant is attending a prep school or on active military, one of these letters must be from a commanding officer.*
 - Two at the applicant's discretion (Please note: letters from immediate family members are NOT accepted and will not be considered as part of this requirement.)
 - Only three letters of recommendation will be considered. Additional letters will not be given to the Congressman's Service Academy Nomination Board for consideration.
- A maximum 250-word essay.
 - Topic: "Why I want to attend a Service Academy"
 - **Double-spaced on plain white paper, at least 12-point font using Arial or Times New Roman**
 - Full name on essay
- Official SAT/ACT scores
 - SAT/ACT scores or ticket to most recent test date must be received by the deadline date. Applicant cannot be considered for an interview without scores on file at time of interview. Applicants are encouraged to take the SAT or ACT in the spring of their junior year or early in their senior year.
 - SAT Test Code: 4524 ACT Test Code: 7683
- Official high school transcript
 - Must be submitted in a sealed envelope from the high school
 - Must contain official class rank after completion of junior year
 - Must be through junior year if still in high school or for graduates, must show graduation date
 - Students attending college or prep school should also submit college transcript or courses in progress

Completed packets will be reviewed, and applicants will be notified if they qualify for the next step in the process, which is an interview with Congressman Poe's Service Academy Nomination Board.

Application packets may be mailed by alternate means or hand-delivered to the Congressman's Harris County East District Office, located at 1801 Kingwood Drive, Suite 240, Kingwood, Texas 77339 by 5:00pm CST. If you have any questions regarding the nomination process, please call 281-446-0242 or e-mail Marlene.Moulder@mail.house.gov

**DEADLINE FOR SUBMISSION OF COMPLETED PACKETS: WEDNESDAY, OCTOBER 15, 2014, 5pm CST.
APPLICANTS WHO FAIL TO SUBMIT A COMPLETED PACKET BY THE DEADLINE WILL NOT BE GIVEN
CONSIDERATION.**