



UNITED STATES SENATOR • MAINE
SUSAN COLLINS



United States Service Academy Nomination Program Application Process – Quick Reference

- **Nomination Application Deadline: October 30th**
Applications must be received *in the office* by 5 p.m. that date. Late applications will not be accepted. Exceptions granted only by prior agreement with the Academy Coordinator.
- Apply for a nomination online as early as **May 15th**, when we begin accepting applications from high school juniors (seniors by fall). Once you submit your application, the following materials are required to complete your file. We encourage you to send these documents in *as soon as you receive them*:
 - Letter of Intent** – personal letter to Senator Collins; explain why you want to attend a service academy.
 - Resume, or List of Extracurricular Activities** – be sure to include employment, community service, and awards as applicable to you.
 - Three Letters of Recommendation** – one must come from a principal, dean, teacher or guidance counselor at your school. Others can come from a person of your choice who is not related to you.
 - Transcript** – include GPA and class rank. Also send quarter/semester grades when they are available.
 - SAT/ACT score report(s)** – we take the top individual scores from each test you take.
- Apply to *all three* Members of Congress who represent you in the Maine Delegation. The nomination program is highly competitive - each Member can submit up to ten nominees to fill a vacancy at each academy. The offices therefore work collaboratively to help ensure that every qualified candidate receives a nomination, and applying to all could help your chances of being selected. You may also apply to the Vice President, the President (service-affiliated nomination), and your ROTC/JROTC Commander.
- Don't forget to apply to the academy! Your application for admission to an academy and your application for a nomination are separate, but simultaneous processes.
- Call us to check on your application at any time, and as often as you wish. Please let us know if you change your mind about applying, or your preferences, if applying to more than one academy.
- Interviews take place with Senator Collins' candidate selection committee on the **Saturday before Thanksgiving**. You will be notified *in writing* of your interview time and place after the application completion deadline. Please confirm that you will attend your interview. Requests to reschedule interviews are considered only in very limited circumstances.
- Please call or e-mail us anytime you have a question – we are here to help!

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