

Service Academy Nomination Application Process – Quick Reference

- Nomination Application Deadline: **October 30**
- This is a two-step process that entails (1) filling out an application and (2) uploading supporting documents.
 1. Beginning **May 15**, high school juniors (seniors by fall) can apply for a nomination at:
<https://www.collins.senate.gov/services/service-academy-nominations>
 2. Once you submit your application, you will receive a confirmation email. To submit any remaining documents, you *must* reply to this email. You can reply to the email to submit your documents at any time before the deadline of **October 30**.

We encourage you to send these documents *as soon as possible*.

Letter of Intent – personal letter to Senator Collins explaining why you want to attend a service academy.

Résumé or List of Extracurricular Activities – be sure to include employment, community service, leadership positions, and awards as applicable to you.

Three Letters of Recommendation – one must come from a principal, dean, teacher, or school guidance counselor. Others can come from a person of your choice who is not a family member. *All letters must be signed and include the author's return address.*

Transcript – include GPA and class rank, and send fall quarter/semester grades when 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.
- Contact the academy directly to submit your Pre-Candidate Questionnaire. Your application for admission to an academy and your application for a nomination are separate—but simultaneous—processes.
- Call or e-mail us to check on or update your application at any time and as often as you wish. We are here to help. If you have a change of heart about applying to one or more of the academies, that is important for us to know as well.
- All interviews take place with Senator Collins' Candidate Selection Committees on the Saturday before Thanksgiving. We will notify you by mail of your interview time and place after the application completion deadline. Please confirm that you will attend your interview. In limited circumstances, we will consider a request to reschedule an interview.

Karen Staples
Office of Senator Susan Collins
184 Main Street, Suite 401, Lewiston, ME 04240
Tel: 207-784-6969 / Fax: 207-782-6475
karen_staples@collins.senate.gov