



Service Academy Nomination Application Process – Quick Reference

- Nomination Application Deadline: **October 30th**
Completed applications must be received no later than 5 p.m. *in our office* as of this date.
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 to us *as soon as you receive them*.

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

Resume, 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.

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.
- Apply to an academy when you apply for a nomination. 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 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’s 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.

Sara Holmbom Lund
Office of Senator Susan Collins
One Canal Plaza, Suite 802, Portland, ME 04101
Tel: 207-780-3575 / Fax: 207-828-0380
sara_holmbom_lund@collins.senate.gov