

**Office of Virginia's 11th Congressional District
Service Academy Congressional Nomination Application**

DOCUMENTATION CHECKLIST AND INSTRUCTIONS

Name: _____

Please return your application package including this checklist and all required documentation to my office on or before the deadline (see Instructions.) With the exception of high school/college transcripts, listing of fall classes and official SAT/ACT test scores from the testing agencies, this application package must be complete at the time of submission.

You will receive written confirmation from my office upon our receipt of the application package. It is your responsibility to ensure that any remaining allowable items not included in this package are sent directly to my office and received before the deadline of October 3, 2025. **There will be no extension of this deadline.**

CHECKLIST

Please submit all of the following items using the upload portal on the Office of Virginia's 11th Congressional District website:

- _____ Checklist
- _____ Completed Application
- _____ Short written statement (less than 1 page) explaining the reasons you are applying to a United States Service Academy and the qualities that you have that would make you a good cadet and officer
- _____ Personal Resume with additional information on activities, awards and leadership roles
- _____ Two (2) and Letters of Recommendation
- _____ Recent Photograph
- _____ Copy of Birth Certificate (include Certificate of Naturalization if applicable)

The following items may be submitted after your initial application package but must be received before the deadline:

- _____ High School Transcript reflecting final 11th grade and cumulative GPA (**can be submitted separately**)
- _____ Senior (fall) class schedule
- _____ Official SAT/ACT scores (**can be submitted separately**)
- _____ College Transcript (if applicable)

Please submit these materials through the Box portal located on the Academy Nominations page of the Office of Virginia's 11th Congressional District's website.

Feel free to call (703) 256-3071 or email va11academyinbox@gmail.com if you have any questions.