APPLICATION FOR SERVICE ACADEMY NOMINATION

APPLICATION CHECKLIST

(Please include your signed checklist with your complete packet)

I. Minimum requirements

◊ You must be a citizen of the United States and domiciled in West Virginia. Domicile is defined as person's fixed, permanent and principal home. You are domiciled in West Virginia if your parent, legal guardian (or you) vote in and file state income tax returns in West Virginia or if your military parents claim WV as their home of record.

◊ You must be at least 17 years of age but not older than 23 years of age to apply to the Air Force, Military or Naval Academies. For the Merchant Marine Academy, you must be at least 17 years of age and not have passed your 25th birthday.

◊ You must have taken the SAT 5090 or ACT 7195 at least once by September 1st, your senior year.

◊ Applicants to the Air Force, Military, or Naval Academies must never have been married nor have any dependents.

◊ You must establish a pre-candidate file with the service academy of your choice.

II. **Required Materials to include in your packet**

Please make sure to include all of the following materials in your complete packet:

◊ A completed "Service Academy Nomination Application"

◊ An official, sealed transcript from all high schools, junior colleges, or colleges you have attended. Students who have completed high school are required to submit their high school transcripts as well as any post high school transcripts available.

◊ Three letters of recommendation from people who have known you at least three years and who is not your relative. The person must sign his/her name on the letter.

◊ One essay of 250 words or less explaining why you want to attend a Service Academy and how this affects your future goals.

◊ Signed checklist

◊ Photo

III. Required Materials that may be sent separately

◊ Official SAT or ACT Scores. The numerical code to have your scores sent directly to my office is **5090** for the SAT and **7195** for the ACT. Scores that are on your high school transcript will be accepted as official. See your guidance counselor for clarification on this.

Please note our October 1 deadline. If an applicant's application and required materials are not received by October 1, the applicant cannot be considered for a nomination. I encourage you to follow up with my office at (304) 342-5855 to confirm receipt of your completed application. I have reviewed the checklist and included all of the required materials (section II). I understand that it is my responsibility to ensure that all materials are submitted and my application is complete.

_____ _____

Signature **Date**

Email: _____

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