Congresswoman Joyce Beatty
U.S. Service Academy Nomination

Dear Applicant:

The following information is meant to assist you in applying for Congresswoman Joyce Beatty's nomination for one of the U.S. Service Academies. The academy application process is very exciting; however, it is also a rigorous one and will strengthen your desire to serve your country. Please be aware that the timely submission, completeness, accuracy and appearance of your application are important aspects of the selection process. The nominating process begins with you filling-out and submitting the online application. Please review the information and guidelines below, and retain a copy of all documents that you submit to Congresswoman Beatty's' office.

ELIGIBILITY

Nominees must adhere to the following eligibility requirements:

- Nominees MUST BE United States Citizens.
- Applicants MUST BE PERMANENT residents of Ohio AND the Third Congressional District.
- Candidates must be at least 17 years old, but not have passed their 23rd birthday by July 1, 2014.
- Candidates for admission to the Merchant Marine Academy must be at least 17 years old, but not have passed their 25th birthday by July 1 of the year of admission.
- Candidates must be unmarried.
- Candidates must have no legal obligations to support any dependents.
- There will be physical aptitude and medical testing requirements to qualify.

REQUIRED DOCUMENTS

An application file is considered complete in Congresswoman Beatty's office when it contains the following items:

1) **Completed application form**. For your convenience the application is posted on www.beatty.house.gov.
    - ***To begin process, you must fill out application on our website***

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2) **Personal Statement.** Please attach a brief statement illustrating your reasons for wanting to attend the academy of your choice. Please keep it no more than two pages in length and include your name at the top of the page.

3) **Official Academic Transcript**. Please provide a copy of your official academic transcript(s) (high school and/or college). All transcripts must be originals bearing your school's official seal. Transcripts must be in a sealed envelope from your high school guidance counselor.

4) **SAT and/or ACT scores.** Please submit all available scores. Applicants may choose to notify the SAT/ACT testing centers to requests that scores be sent directly to Congresswoman Beatty's office. Due to costs of requesting original copies guidance counselors may submit these scores with the candidate's official transcript in a sealed envelope.

5) **Letters of Recommendation**. Please obtain recommendations from three people, including two from academic sources. The other recommendation may come from a non-academic source such as a coach, employer, clergy, neighbor or other non-family member who can accurately comment on the applicant's character, abilities and potential.

- *All letters of recommendation must be submitted in a sealed envelope. All three letters must be submitted with your application by November 7, 2014.*

6) **Pre-Candidate Questionnaire**. Please obtain a Pre-Candidate Questionnaire from the Academy. This initiates your file at the Academy and permits the Academy to begin evaluating your candidacy.

7) **Photograph**. Please submit one recent wallet size photograph of yourself, be sure to print your name on the back of the photo.

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PROCEDURES

1) All required documents **MUST** be submitted to Congresswoman Beatty's office **NO LATER THAN NOVEMBER 7, 2014**, in order to be considered for her nomination. Please send all documents to:

Office of Congresswoman Joyce Beatty

Attn: Veronica Brownlee

471 E. Broad Street, Suite 1100

Columbus, Ohio 43215

This deadline will not be extended. ***If all materials are not submitted by the deadline, your file will be closed as incomplete and you will not be considered for nomination.*** SAT and ACT scores from November testing dates are the only materials accepted after the deadline.

2) Please be sure to submit all documents to our office as **ONE COMPLETE PACKAGE.**

3) You will be asked to appear for a personal interview

4) If, after applying for the nomination, you decide you are no longer interested in an appointment, please notify Congresswoman Beatty's office by letter and addressed to the address above.

DATES AND DEADLINES

April 1, 2014	Application available online
June 1, 2014- November 7, 2014	Completed applications accepted
November 10, 2014- December 13, 2014	Candidate interviews conducted
January 2015	Nominations announced

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ADMISSION TO THE SERVICE ACADEMIES

Admission to the Academies is a two-tiered process. You must first receive a nomination from your Member of Congress or Senator, and then your application will be reviewed by the Academy for final appointment and admission to the respective Academy. To be eligible for a Congressional nomination and an appointment to a U.S. Service Academy, you **MUST** follow two procedures at the same time:

1) Consideration for a Congressional Nomination

(Congressional Office)

When your completed nomination application is received, a file will be opened and maintained in your name in Congresswoman Beatty's Columbus office. You may add information, letters of recommendation, transcript, SAT scores, etc. at any time BEFORE November 7, 2014.

2) Consideration for an Academy Appointment

(Academy Admissions Office)

When each academy receives your completed pre-candidate questionnaire (which YOU MUST request from each academy), a file will be opened and maintained in your name in the admissions office. You may add information to your file at an academy, as instructed by each academy. Be aware of deadlines and keep in touch with academies!