

# Service Academy

## Congressional Nomination Application Process



Congresswoman Jen Kiggans  
283 Constitution Drive, Suite 900  
Virginia Beach, VA, 23462

Questions should be directed to (757) 364-7650  
[www.kiggans.house.gov/service-academy-nominations](http://www.kiggans.house.gov/service-academy-nominations)

After completing the initial online application on Congresswoman Kiggans' website, please **MAIL OR DROP OFF A HARD COPY** of the following documents to our Virginia Beach office. Your application will be considered incomplete until all documents have been received. The Congresswoman's Virginia Beach office is located at 283 Constitution Drive, Suite 900, Virginia Beach, VA, 23462.

1. Letters of Recommendation (3)
  - a. Letters must be delivered in a sealed envelope with the author's signature across the seal.
    - i. Applicants can submit letters from teachers, counselors, employers, coaches, clergy members, or Scout leaders.
    - ii. A specific recommendation form is not required. A letter of recommendation is sufficient.
2. Transcript
  - a. Ask your counselor or principal to provide you with a copy of your school transcript.
  - b. Make sure the transcript includes:
    - i. Your course listings and grades through the end of your junior year
    - ii. Current Grade Point Average
    - iii. Class rank (if provided by your high school)
    - iv. SAT/ACT scores (if provided by your high school)
  - c. The official transcript should be submitted in a sealed envelope with a signature from a school official across the seal.
  - d. Include college transcripts if applicable.
3. Standardized Test Results
  - a. We recommend that you take the SAT or ACT as soon as possible.
  - b. If your school transcript includes your standardized test scores, you are not required to send official scores from the testing center, i.e. SAT and ACT.
  - c. If your school transcript does not include your standardized test scores, please choose one of the following:
    - i. Send an official report of your test scores using the following score reporting codes:
      1. SAT: **5944**
      2. ACT: **7725**
    - ii. Submit a printed copy of your score directly from the College Board/ACT website.
4. Essay
  - a. Submit an essay approximately 300 - 500 words in length on why you want to attend a U.S. Service Academy.
  - b. Entitle the essay "Why I Want to Attend a United States Service Academy."
5. Resume
  - a. Submit a resume of your accomplishments and extracurricular activities.
6. List of Academies/Nomination Sources
  - a. Include a list of the of the service academies you are applying to, as well as the type of nominations you are applying for (Senatorial, Presidential, JROTC, etc.)
7. Photo (Optional)
  - a. A recent, professional photograph of yourself.