

2024 APPLICATION PACKET CHECKLIST

Suggestion: Maintain a “*Service Academies*” file at home. Keep this checklist in your file to help you obtain documents, letters, etc., in advance of deadlines.

REQUIRED DOCUMENT	DATE DUE	DATE COMPLETED
Application form completed and submitted to my office at: 50 Resnik Road, Suite 103, Plymouth MA 02360	10/17/25	
Application includes: <ul style="list-style-type: none">• Personal Statement _____• High School transcript _____• SAT/ACT Scores _____ (SAT Reporting Code: 3809) (ACT Reporting Code: 7461)	Check each when completed/ included	
Applications filed with both U.S. Senators in Massachusetts (using THEIR application forms). NOTE: To be eligible for appointment, candidates need only one nomination from a federally recognized source. However, applying to the Congressman and to both US Senators increases the candidate’s chances of receiving a nomination.	See Senate websites for more info.	
Request a Pre-candidate questionnaire from each service academy to which you are considering applying (to be returned to each academy).	Varies by Academy	
Included three recommendations: 1. _____ 2. _____ 3. _____	Check each when included	

For additional information or to check on the status of your file in my office, please call my District Director, Michael Jackman at (508) 746-9000.

INSTRUCTIONS FOR COMPLETING APPLICATION

The following instructions are intended to provide clarification to the questions included on the Ninth Congressional District Service Academy Nomination Application, so that prospective nominees may avoid common mistakes and application reviewers will be able to assess their candidacies more fairly.

Question 1: Please provide legal name and address. Per the Academies, candidates may only contend from one address in one Congressional District. Generally speaking, second homes and school addresses are not considered legal addresses. Social Security Numbers are requested for identity verification purposes only and will not be shared outside the Congressional office.

Question 2: Numerical class rank and GPA must be provided if available. If you have completed your senior year of high school, please provide rank/GPA from senior year. Please provide highest SAT/ACT test scores. In all cases, school transcripts and test score reports **MUST** be provided to the Congressional office.

Question 4: It is VERY important that you list any and all information that is responsive to this question, in a clear and comprehensive manner. Candidates will often provide a response to Question 4 on a separate piece of paper or by providing a curriculum vitae/résumé; this is acceptable, but **PLEASE** be sure to indicate what years during high school you participated in a particular sport/group/project/leadership role. Also be sure that your CV/résumé distinguishes between VARSITY sports and sub-varsity/intramural levels.

Question 5: Please be sure to indicate which years you participated in the volunteer/community service activity described. Please provide any available documentation.

Question 6: Please indicate which years you received the Academic honors/awards described. Please provide any available documentation.

Question 7: Please provide full employment history and indicate when the employment occurred (please note if the employment was summer-only, or if it occurred during the school year). When possible, please indicate how many hours per week were (are) worked during each employment.

Question 8: Please indicate any military service or cadet training, or related training (ie emergency services/first aid) you have received. If you have attended enrichment programs at any of the academies, please include that information here.

Question 9: Please indicate your academy preferences. If you are not interested in attending a particular academy, do not include a preference here. The academy slots reserved for the Ninth Congressional District are very competitive; candidates should only contend for slots to academies to which they have a genuine interest/commitment to attendance.