

Thank you for your interest in a U.S. Service Academy. As your Representative, each year I have the privilege of nominating a limited number of people to four of the five service academies (USAFA, USMA, USNA, and USMMA). The honor of attending a service academy comes with an obligation and commitment to serve in the military for a minimum of five years upon graduation.

Appointment to a service academy is an *extremely* competitive process. You must apply to the service academy separately from applying for a nomination. A nomination is required to receive an appointment. You can receive a nomination from the Vice President and Members of Congress, among other sources. It is strongly recommended for you to apply with as many nominating sources as possible, including all 3 of your Members of Congress in order to increase your chances of a nomination. It is also important to note that a nomination does not ensure an appointment.

Please make sure that your checklist is complete before submitting your application for a nomination. Your counselor form, letter, and transcript should be in a sealed and signed envelope. Your recommendation letters (2) should be written on *letterhead* and submitted with your application in a sealed and signed envelope. Please do not submit your application until it is complete.

If you are homeschooled, or enrolled in higher education, the guidance counselor form and letter are not required. A transcript is still required. You may submit a third letter of recommendation in place of your counselor letter if either of these circumstances applies to you (a relative is not acceptable).

It is important that you strictly adhere to all application requirements. Any deviance from the required information may be damaging to your application and thus result in you not receiving a nomination. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT YOUR APPLICATION.** No exceptions will be made for incomplete or late applications.

Please call my office with questions as you complete this process in order to ensure that everything is done correctly and that you have the best chance of receiving a nomination. Jordan Sherer handles Academy nominations for my office and she is happy to help. She can be reached at 864-224-7401 or Jordan.sherer@mail.house.gov.

Best wishes to you as you pursue your goal of attending one of the U.S. Service Academies and serving our country.

Jeff Duncan
Member of Congress

Check List

PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL IT IS COMPLETE

Required documents for nomination consideration by Congressman Jeff Duncan:

- _____ Academy nomination application (Class entering Summer 2014)
- _____ A statement expressing why you desire to attend the academy of your choice (no more than 500 words)
- _____ Affidavit of legal permanent residence (Must be notarized)
- _____ A list of your school, church, and civic activities, special honors and employment (No more than 2 pages)
- _____ 2 Letters of recommendation (Three will be accepted from those who are homeschooled or enrolled in higher education. Letters of recommendation from relatives are not acceptable. Must be on letterhead, in a sealed and signed envelope when you submit your application.)
- _____ Recent color photo
- _____ Counselor form, counselor's letter of recommendation, and transcript (Counselor form and letter not required for those who are homeschooled or enrolled in higher education, but a transcript is. Should be in a sealed and signed envelope when you submit your application.)
- _____ ACT and/or SAT scores should be sent directly to my office (If you test more than once we will consider your highest score.)

There are no Congressional appointments to the Coast Guard Academy. If interested, contact the Director of Admissions, U.S. Coast Guard Academy, New London, CT at 1-800-883-8724

Please send all required documents together, no later than October 31, 2013, to:

**Congressman Jeff Duncan
Attn: Jordan Sherer
303 West Beltline Boulevard
Anderson, South Carolina 29625**

**Questions: Jordan Sherer – Phone 864-224-7401
jordan.sherer@mail.house.gov**

ACADEMY APPLICATION FOR CLASS ENTERING SUMMER 2014
(Please print or type)

Name _____
 First **Middle** **Last** **Nickname**

Permanent Address _____
 Street **PO Box**

 City/State **County** **Zip Code**

 Home Phone Number **Cell Phone Number**

Social Security Number **Birth Date**

E-mail address _____

I will correspond with you predominantly via email

Temporary Address (if any) _____

ACADEMY PREFERENCE (Air Force, Merchant Marine, Military, Naval – indicate in order of preference those that you have applied to):

1. _____ 2. _____ 3. _____ 4. _____

High School _____ Graduation Date _____

Are you attending college? _____ Where? _____

Graduation Class of _____ Major: _____

Names/Addresses of Parents:

Mother: _____ Occupation: _____

Address _____ City State Zip

Father: _____ Occupation: _____

Address _____ City State Zip

Have you applied to your U.S. Senators? _____

If so, to Whom? _____

Please attach a list of your school, church, civic activities, honors and employment.

 Applicant's Signature **Date**

CONGRESSMAN JEFF DUNCAN
Application for Nomination to the U.S. Service Academies
(This page to be completed by parents or guardians)

AFFIDAVIT OF LEGAL PERMANENT RESIDENCE

We, _____ and _____, parents and legal guardians of _____ upon oath state as follows:

Please check and complete the applicable statements:

_____ That we claim _____ County, South Carolina, as our
City County
sole and exclusive legal residence and have done so since _____.

_____ That we are registered voters in the aforementioned city and county and voted in elections
in the following years _____.

_____ That we filed a South Carolina Resident Income Tax Return for the years _____.

_____ That we have paid real estate/personal property taxes in said county for the following
years _____.

Signature: _____

Signature: _____

.....
Please take this form to a Notary Public and complete information below.

State of South Carolina, County of _____.

We, _____ and _____, state and affirm
upon oath that the foregoing affidavit is true and correct to the best of our knowledge.

Signature _____

Signature _____

Subscribed and sworn to before me this ____ day of _____, 20__.

Seal:

_____ Notary Public

**TO BE COMPLETED BY HIGH SCHOOL COUNSELOR
(Military Service Academy-Nomination Request)**

Name of Student: _____

Name of Counselor: _____

High School: _____

Work Email: _____

Work Telephone: _____

Class ranking: _____ of _____
(Not prior to completion of Junior year)

Grade point average: _____

ACT and/or SAT Scores: Please attach copy if available.

Counselors' Signature

***Note to Counselor – PLEASE ATTACH YOUR LETTER OF RECOMMENDATION AND TRANSCRIPT FOR THIS STUDENT.**

Please seal and sign an envelope that includes all 3 documents for the student to submit with their application.

If you have any questions, please contact Jordan Sherer at 864-224-7401 or by email at jordan.sherer@mail.house.gov.

Deadline for applications is Thursday, October 31, 2013.