

Dear Applicant:

Thank you for contacting Senator McConnell's office concerning a nomination to one of the United States Service Academies.

As you know, admission to any of the academies requires a nomination from one of the approved nominating authorities *and* an appointment from the academy you wish to attend. Senator McConnell's office is one of your three congressional nominating authorities. I strongly encourage you to also contact your congressman, as well as Senator Rand Paul's office, if you have not already done so.

At this time, I would like to point out that Senator McConnell can only nominate students who are legal residents of Kentucky. You or your parents must claim Kentucky as your primary residence and be registered to vote in Kentucky. If you have any questions concerning residency, please contact me right away.

To compete for a nomination in our office, you will be required to complete a file with the items listed below. Your application must be postmarked by the **NOVEMBER 1<sup>st</sup>** deadline. Of course, any material will be accepted prior to this deadline, and your file can be updated if you obtain new information. It is your responsibility to return all forms and requested information.

A complete file in Senator McConnell's office will contain:

1. COMPLETED APPLICATION FORM (enclosed). Please do not reproduce or alter this form in any way.
2. COMPLETED RECOMMENDATION FORM (attached). This must be completed by your high school guidance counselor or principal.
3. TRANSCRIPT. This transcript must be an official high school record that includes CLASS RANK. It must also show your final junior grades and numerical class rank (percentile ranks are not acceptable).
4. SENIOR GRADES/STANDING. If you have received a copy of your report card reflecting senior grades by the deadline, you need only submit a copy of it. If report cards are not yet available, you may use the enclosed form.

5. SAT or ACT SCORES. It must be an official copy, or a photocopy of the original. (A photocopy of your scores may appear on your high school transcript; check with your guidance counselor.) Scores may be submitted more than once, with the highest score in each category being evaluated.
6. LETTERS OF RECOMMENDATION. Your file must have at least three letters written by anyone who knows you well and is not a relative.
7. ESSAY. This essay should consist of one to two pages expressing your reasons for wanting to attend any academy.

Please remember, your application must be postmarked by our deadline of **NOVEMBER 1<sup>st</sup>**. We plan to make our nominations between mid-December and mid-January. **It is imperative we have your complete file by our deadline in order to consider your application.** All correspondence regarding your application and inserts for your file should be sent to:

SENATOR MITCH McCONNELL  
ATTN: ACADEMY SERVICES COORDINATOR  
317 RUSSELL BUILDING  
WASHINGTON, D.C. 20510

If you have not already done so, you need to begin a pre-candidate's file with each academy in which you are interested. Please note that the material you supply our office is separate from that which you will be asked to supply the academies or any other Congressional office. Our office does not receive copies of any applications, transcripts, letters of recommendation, etc. that you provide to any other office. Therefore, it is very important that you complete your pre-candidate file at the academies, as well as your application file in each individual Congressional office to which you apply for a nomination.

I look forward to working with you over the coming months. If you have any questions, please do not hesitate to call me at 202.224.2541.

Sincerely,

ACADEMY SERVICES COORDINATOR