# BASIC FACT SHEET

 A nomination to one of the United States Service Academies is a distinct and rare honor. Acceptance of an academy appointment involves at least a nine-year obligation to the Service: four years at the academy and at least five years of active duty service (with the exception of the Merchant Marine Academy). In order to process your application, we need your cooperation. The information below is provided to help you expedite your application.

# I. GENERAL INFORMATION

 The competition for nominations in the Fifth District is especially keen, and therefore you are urged to apply for a nomination from every available nominating source. These include Senators Van Hollen and Cardin, the President and the Vice President. Children of deceased or disabled veterans or children of Medal of Honor winners may apply for a nomination from another source; I will not be able to duplicate that nomination. Since academies may award more appointments than are available through Congressional vacancies, more than one nomination is neither required nor of assistance in achieving an appointment. Please advise me immediately if you are nominated by another source.

 Each Congressional office uses a selection process, which is designed to meet its

particular needs and standards. Please carefully read and follow the specific instructions for each office.

 If you have not already filed a pre-candidate questionnaire with the Academies of interest to you, please complete the appropriate Academy Information profiles on their web sites. Most of the academies now require that you apply via their website. Upon learning of your interest, the Academy will establish a Prospective Candidate's File for you and send you any pertinent information. ***I will not be able to offer a nomination to any student who does not have an open candidate file at the relevant Academy and has not submitted a completed packet by my deadline***.

# II. REQUIREMENTS

You must be: A. 17 years old but not yet 23 years old to enter all academies, except the Merchant Marine Academy, which is 25 years of age .

 B. A citizen of the United States.

 C. Unmarried, not pregnant, and have no legal obligation to support a

 child or dependent.

 D. A legal resident of the Fifth Congressional District of Maryland.

 (except the Merchant Marine Academy)**You must furnish:**

 A. A complete application form: Please find enclosed a copy of an application. Formal candidacy is established upon receipt of the completed application. All materials must be submitted as a complete packet. **SAT and ACT scores are not required but will be accepted if available. Please note that standardized test scores WILL be required by other entities throughout the appointment application process so taking them is still essential.**

B. Three letters of recommendation: Enclosed are forms, which may be used in lieu of letters if the recommender so chooses. Two of the three letters must come from recent teachers who have instructed you (from different disciplines). The remaining letter can be written by counselors, employers, coaches, clergy or anyone who knows you well.

 C. An up-to-date transcript: The transcripts must be official and should include your grade point average, class rank (if available) and your junior year course work.

 D. Essays – 4 short essays demonstrating your interest, why you would be successful at the Academy and what hardships/obstacles you have overcome which would render you the ideal candidate.

 **III. TYPE OF NOMINATION**

 For each vacancy I have at the U.S. Air Force, Naval, Military and Merchant Marine Academies, I may nominate up to ten candidates to compete for that vacancy. Under the competitive appointment process that I use, the academies will select from my slate of nominees the one candidate they believe to be the most qualified for an appointment. The remaining nominees will then compete for other available appointments in a nationwide pool.

1. **BASIS FOR NOMINATION**

 Nominations are made competitively on the basis of the composite of the candidate's academic record, extra-curricular activities, essay testimonials, and an interview with the Fifth District Service Academy Selection Board. The following are considered:

 A. 3 Letters of Recommendation - preferably from your English Teacher, Math Teacher and the third can be from your person of choice such as a coach or mentor.

 B. Transcripts including grade point average and class rank (if available). The average competitive candidate stands in the upper fifth of his or her class.

 C. Extracurricular activities, including work, athletics, community service, and school clubs and organizations. Serving in leadership roles such as the team captain or president is preferred.

 D. Motivation is one of the most important considerations, but the most difficult to measure. To an extent, motivation is reflected in the diligence, independence, and perseverance the candidate shows in completing his or her file. The interview is also designed to assess an applicant's leadership potential.

 E. Brief Essays: Each applicant is asked to respond to four short essay questions.

#  V. FINAL NOTES

 If your file is complete, you will be notified in early November about the scheduled time of your interview before my Service Academy Selection Board. The Board is comprised of members of the academic, military, and civic communities who serve as a panel to review nominations. All interviews will be conducted in late November/early December in-person, however, virtual interviews will be made available upon request.

**GOOD LUCK**!

 The application form is available on my website: <https://hoyer.house.gov/help/students#nominations>. Please send the entire application packet (preferably as one PDF document) to my Academy Coordinator, Mrs. Stefanie Carey Barone, at: Kaylee.Cordova@mail.house.gov. If your teachers are unable to provide you with their letters of recommendation to include with your packet, please provide the teacher with Kaylee’s email so they can send it to her directly.

 Lastly, if you prefer to submit a paper application, please drop it off or mail it to:

 **Rep. Hoyer - Southern Region District Office**

**ATTN: Kaylee Cordova**

**4475 Regency Place, Suite 203**

**White Plains, MD 20695**

If you intend to drop off your application, please coordinate with Ms. Cordova ahead of time. Any questions or concerns in general about the process can be directed to Ms. Cordova at the email above or by phone at: 301-843-1577.

THE COMPLETE APPLICATION PACKET MUST BE POSTMARKED BY

**October 10, 2025**

**APPLICATION CHECK LIST**

 This form is to be completed, signed, and returned with your application packet.

I verify that my packet is complete and includes the following information:

­­------ Application Form

------ Transcript of high school record, which includes junior year and class rank (if available)

------ Three Letters of Recommendation

1st Teacher Rec. completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2nd Teacher Rec. completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3rd Misc Rec. completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

------ Four Essays – Personal Testimonials

\_\_\_\_ Recent Photograph

 ***ALL OF THE ITEMS THAT ARE CHECKED ARE INCLUDED IN THIS PACKET, WHICH MUST BE POSTMARKED BY OCTOBER 10, 2025.***

 SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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TELEPHONE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONGRESSMAN STENY H. HOYER**

**4475 Regency Place, Suite 203**

**White Plains, MD 20695**

**Full name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **first middle last**

**E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Legal address in Maryland**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street City Zip**

**County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cong. District \_\_\_\_\_\_ Tel. #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Temporary address (PREP SCHOOL, ETC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Temporary address will apply through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Temporary Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_ Place of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**High School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year of Graduation \_\_\_\_\_\_\_\_\_\_**

**If you have attended college, where?**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many years? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Father's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Mother's name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Occupation \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EXTRA-CURRICULAR ACTIVITIES: (Indicate grade(s) for all that apply. *You may list activities on a separate sheet. Please indicate if you hold a leadership role in any the activities you list.*)**

**\_\_\_\_\_\_\_\_\_\_ Boys' State/Boys' Nation \_\_\_\_\_\_\_\_\_\_\_ Eagle Scout**

**\_\_\_\_\_\_\_\_\_\_ Girls' State/Girls' Nation \_\_\_\_\_\_\_\_\_\_\_ Boy Scout**

 **\_\_\_\_\_\_\_\_\_\_ President of Student Gov't \_\_\_\_\_\_\_\_\_\_\_ Girl Scout**

 **\_\_\_\_\_\_\_\_\_\_ Other student Gov't office \_\_\_\_\_\_\_\_\_\_ President of Class \_\_\_\_\_\_\_\_\_\_\_ Key Club \_\_\_\_\_\_\_\_\_\_\_ Science Club**

**\_\_\_\_\_\_\_\_\_\_\_ Service Club**

 **\_\_\_\_\_\_\_\_\_\_ Student Council member Club Officer? \_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_ National Honor Society \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_ School band/chorus**

 **\_\_\_\_\_\_\_\_\_\_ Editor, school publication \_\_\_\_\_\_\_\_\_\_\_ Junior ROTC (yearbook, newspaper) \_\_\_\_\_\_\_\_\_\_\_ Other**

**\_\_\_\_\_\_\_\_\_\_ Community Award**

 **ATHLETIC PARTICIPATION:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SPORT** | **VARSITY/JV** | **POSITION** | **AWARDS** | **LETTERS** | **GRADES** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**If you are employed, where? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**How many hours per week? After school\_\_\_\_\_\_\_\_\_\_\_ Summer \_\_\_\_\_\_\_\_\_\_\_\_**

**I am also seeking a nomination through\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I have previously sought a nomination through (if applicable)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ When\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Nominated? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Prep School Offered? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Academy Selection: Please number the Academies in order of preference. Remember that you must open a candidate file with *EACH* Academy that you select.**

**\*\*\*BY SELECTING A SECOND AND/OR THIRD CHOICE, YOU ARE INDICATING YOU WOULD ALSO ACCEPT A NOMINATION TO THAT ACADEMY.\*\*\***

 **\_\_\_\_U.S. Air Force Academy \_\_\_\_U.S. Merchant Marine Academy**

 **\_\_\_\_U.S. Military Academy \_\_\_\_U.S. Naval Academy**

**PLEASE READ BEFORE SIGNING: I have read the Information Sheet explaining the nominating procedure and am familiar with the requirements.**

**I CERTIFY THAT I AM A LEGAL RESIDENT OF THE FIFTH CONGRESSIONAL DISTRICT OF MARYLAND.**

**I understand that, if my application packet is not postmarked by the OCTOBER 10, 2025 deadline, I will not be scheduled for an interview and given final consideration for a nomination.**

 **SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**PLEASE INDICATE: YES \_\_\_\_\_\_\_\_\_\_\_**

 **NO \_\_\_\_\_\_\_\_\_\_\_**

**I HEREBY GIVE PERMISSION TO CONGRESSMAN HOYER'S OFFICE TO PROVIDE MY NAME TO ANY LOCAL MEDIA WHO MAY BE INTERESTED IN CONTACTING ME UPON THE PUBLICATION OF MY NAME IN LOCAL NEWSPAPERS IF I RECEIVE A NOMINATION AND/OR APPOINTMENT TO A U.S. SERVICE ACADEMY.**

**To increase your chances of receiving a nomination, you should also apply to your U.S. Senators simultaneously when applying to this office: Hon. Chris Van Hollen and Hon. Angela Alsobrooks.**

**ESSAY QUESTIONS**

 **On separate sheets of paper, please answer each essay question in 300 words or less.**

**(1) Why do you want to attend one of the United States Service Academies?**

**(2) What experiences in your life have prepared you for the academic and physical rigors and demands of life at an academy, and ultimately in the military.**

**(3) Describe a specific scenario in detail which demonstrates your ability to lead others.**

**(4) What do you see yourself doing in ten years in terms of personal, professional (career), and family goals?**

**COVER SHEET FOR RECOMMENDATION LETTERS**

**CONGRESSMAN STENY H. HOYER**

**Attn: Kaylee Cordova**

**Kaylee.Cordova@mail.house.gov**

**NAME OF CANDIDATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The following is my appraisal of the candidate, assessing his/her promise as a student at a United States Service Academy and as an officer in the United States Military.

**(you may use a separate piece of paper)**

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 LENGTH AND NATURE OF ACQUAINTANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***STUDENTS HAVE BEEN ADVISED THAT THIS FORM MUST BE INCLUDED IN THEIR APPLICATION PACKET, WHICH MUST BE POSTMARKED BY OCTOBER 10, 2025.***

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 LENGTH AND NATURE OF ACQUAINTANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 LENGTH AND NATURE OF ACQUAINTANCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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