

CONGRESSMAN BEN RAY LUJAN UNITED STATES SERVICE ACADEMY

INSTRUCTIONS FOR COMPLETING FORMS

I. FORMS PROVIDED:

1. Checklist
2. Application
3. Counselor Evaluation

II. CHECKLIST:

Use this form to organize and manage the forms, letters, and miscellaneous items required for submission to Congressman Lujan's office. Check-off items completed and, if possible, mail all items together. This form is for applicants only.

III. APPLICATION:

Part I. "Permanent Address" is parents' address; "Present Address" is if you are away from home. "Home Phone" is parents' phone number.

Part II. If you are a high school graduate and are attending college, be sure your high school sends a transcript. If you've attended college for more than one semester, have your college also send a transcript. If you've attended college for less than one semester, send a copy of your class schedule.

Part III. Include only those activities and honors from high school/college. Be sure to include non-school activities such as church and civic/volunteer.

Part IV. In completing the Academy preference, number 1 is your first choice, number 2 is your second choice, etc. it is recommended that you opt for more than one academy, so that if you are not chosen for your first choice, another option may become available to you.

Ensure that you sign the "Privacy Act Statement" at the bottom of the 2nd page of the Application form.

IV. COUNSELOR EVALUATION

Give this form to your school counselor. The counselor must use this form only; no letters. If there is no counselor, give it to your principal. It is your responsibility to ensure the form is completed and submitted prior to the deadline. Make certain you follow-up with the counselor/principal.

NOTE: Standardized test scores are required. If you have not yet taken either the ACT or SAT tests, please schedule yourself as soon as possible. These scores are also used by the academies themselves in their evaluation process. If you have no scores to report, please indicate when you plan to take either test and arrange for those scores to be sent to our office.

U.S. REPRESENTATIVE BEN RAY LUJAN
UNITED STATES SERVICE ACADEMY

Application for Nomination

PART I. GENERAL INFORMATION (Please PRINT all information on this form)

Name:

(Last) (First) (Middle Initial)

Permanent Address: Street: _____
(Parents)

City: _____ Zip Code: _____

Present Address: Street: _____
(If Different)

City: _____ Zip Code: _____

Phone (Daytime): _____ - _____

Social Security Number: _____ - _____ - _____ Age: _____

Place of Birth: _____ Date of Birth: _____

Name of Parents: Father: _____

Mother: _____

Are you a resident of New Mexico? _____ Yes _____ No (if no, where?) _____

Are you now or have you ever been married? _____ Yes _____ No

Do you have responsibility for a child(ren)? _____ Yes _____ No

PART II. EDUCATION

Elementary School: _____
(School Name) (City and State)

High School: _____
(School Name) (City and State)

School Year: ____ Junior ____ Senior; Year will graduate: ____ of Year Graduated: ____

Current or last Grade Point Average: _____

If in college: _____
(Name of College) (City and State)

Academic Year Completed: _____ Year Graduated: _____ GPA: _____

PART III. EXTRA CURRICULAR ACTIVITES

List all sport involvement (high school and college; indicate if varsity letter earned. Example: HS football, 3 yrs, 2 letters, co-captain 1 yr)

List all school/civic activities and offices held, if any. (Example: Student Council 2 yrs, Treasurer 1 yr, President 1 yr)

List all honors/awards you have received both in and out of school:

List all jobs you have held:

| Job Title/Responsibilities: | Employer's Name and Address: | Dates |
|-----------------------------|------------------------------|-------|
|-----------------------------|------------------------------|-------|

PART IV. ACADEMY DATA

Academy Preference (1 is first preference, 2 is second preference, etc.). you are encouraged to list more than one in the event your 1st choice does not have an opening or you are not selected.

() Army () Navy () Air Force () Merchant Marines

Note: no nomination needed for Coast Guard, you need only apply directly to the Coast Guard.

List Academy or Academies to which you have already applied: _____

Note: You may also apply for a nomination to the Vice President of the United States in Washington, DC. However, if you are the son or daughter of a parent that is active or retired military or that has been awarded the Congressional Medal of Honor, you may apply to the Academies through the President of the United States.

IN ACCORDANCE WITH THE PROVISINO OF THE 1974 PRIVACY ACT, I HEREBY AUTHORIZE CONGRESSMAN BEN RAY LUJAN TO PROVIDE ANY INFORMATION PERTINENT TO MY REQUEST FOR A NOMINATION TO ANY OF THE U.S. SERVICE ACADEMIES AND ALSO TO HIS ACADEMY NOMINATIONS REVIEW PANEL.

(Signature)

(Date)

U.S. REPRESENTATIVE BEN RAY LUJAN
UNITED STATES SERVICE ACADEMY

COUNSELOR EVALUATION

This form must be completed and signed by a counselor or principal and mailed to:

Congressman Ben Ray Lujan
Attn: Pete Valencia
Service Academy Liaison
800 Municipal Drive
Farmington, NM 87401

Deadline is: _____

Name of Student: _____
(Last) (First) (Middle Initial)

Graduation Year: _____

Note: If school does not rank students, then % of students at or below this student: _____
(Class size must be given)

Current GPA: _____

Standard Test Scores (Give the highest score attained in each category, regardless of times tested):

ACT: English: _____ Math: _____ Reading: _____ Science Reasoning: _____

SAT: Writing: _____ Math: _____ Critical Reading: _____

Leadership Characteristics:

Personality Traits:

Ability to Work Under Pressure:

Ability to Get Along with Others:

List of Extracurricular Activities and Offices Held:

COMMENTS & RECOMMENDATIONS:

Date: _____

Printed Name: _____

Signature: _____

Title: _____

Work Phone: _____

School Name: _____

Address: _____

City, State, Zip: _____

Note: This information is vital to Congressman Lujan's Nomination Committee that will be evaluating this student. Please follow all instructions and mail directly to the address on the 1st page.

U.S. REPRESENTATIVE BEN RAY LUJAN
UNITED STATES SERVICE ACADEMY

Applicant Checklist

Applicant Name (Print): _____

Mailing Address (Parents): _____

City/Zip Code: _____

Phone (Parents): _____ - _____

Item

_____ Completed Application Form Essay

_____ Counselor Evaluation

_____ ACT and/or SAT Scoresheet

_____ High School/College Transcript

_____ Two Letters of Recommendation

ACADEMIES APPLIED FOR:

_____ AIR FORCE _____ ARMY _____ COAST GUARD _____ MERCHANT MARINE

_____ NAVY

DATE(S) SUBMITTED:

(Note: Of the 5 academies listed above, only Coast Guard does NOT require a nomination)

You May:

1. Apply for all five service academies;
2. Retake the ACT/SAT tests to improve your score;
3. Update your activities & achievements at any time.

MAIL ALL DOCUMENTS TO:

Congressman Ben Ray Lujan
Attn: Pete Valencia
Service Academy Liaison
800 Municipal Drive
Farmington, New Mexico 87401

DEADLINE FOR ALL DOCUMENTS TO BE MAILED IS: **October 11, 2013**