



## Congresswoman Vicky Hartzler U.S. Service Academy Tip Sheet

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1. If you are interested in applying for the Summer Programs at the Academies, begin getting information for this application together early in your junior year.
2. Begin taking the ACT and/or SAT tests as early as possible your junior year. This will give you plenty of time to retake the test, so that you can get the highest scores possible. Most academies take your highest subtest scores from different test dates.
3. Make sure that you send ACT/SAT test scores to each academy as well as to Congresswoman Hartzler's office. Please use the following codes for the testing services in order to forward scores directly to the office. ACT: 7503, SAT: 6720
4. Open a candidate application at the U.S. Service Academies in January of your junior year. Only apply to the academies where you would accept an appointment. If you start an academy's application and decide not to finish it, then you should officially withdraw.
5. Notify the academies' admissions liaison officers where you are interested in attending.
6. After May 1 of your junior year, open an academy nomination application through Congresswoman Hartzler's Office.
7. Carefully consider who you will ask to write your letters of recommendation. You may ask your boss, member of the clergy, scout leader, or other personal reference to submit a letter of recommendation on your behalf. These letters should be from people who know you well, can talk about your accomplishments, interest in the academy, and provide insight about you as an individual. These letters should not be a narrative of your resume. (Letters from family are not permitted.)
8. Letters of recommendation should not be copies or written "To Whom It May Concern." They should be individually sealed in envelopes with a signature across the back flap. These envelopes can be mailed directly to Congresswoman Hartzler's Columbia office or you may collect the sealed envelopes and send them as part of a packet.
9. If you are in college or an academy prep school, one of your letters of recommendation must come from your ROTC commander, college advisor, or professor. This letter does not need to be detailed, but should give a clear picture that you are attending classes, receiving good grades, and putting forth the extra effort required of an academy candidate.
10. In late June or July, request that a sealed, official copy of your high school transcript be sent directly to Congresswoman Hartzler's Columbia office. This transcript must show a minimum of 3 years of high school studies. If you are reapplying you must submit a final high school transcript and an official copy of your fall college class schedule.

11. Complete all requirements for the U.S. Service Academies as soon as you can. This will give you a time cushion before the deadlines, should there be a question about your file or a medical issue that may require you to provide additional information. Delaying the completion of your application materials may delay the scheduling of your DoDMERB physical. Do not wait to complete your academy file because you want to see if you get a nomination first.
12. If you say you are going to apply to another nomination source, follow through and meet the deadlines for that application. Congresswoman Hartzler works with other members of the Missouri delegation to try and ensure that most qualified applicants have at least one nomination to an academy.
13. Spell Check, Grammar Check, Proof Read, and Repeat.
14. Please remember that mail delivery can be delayed for a number of reasons. No matter where you are in the states please make sure and allow 7-10 business days for delivery. Additionally, ACT/SAT scores are automatically mailed to the Congresswoman's DC office. Any outside mail sent to the DC office is required to go through security screening, which can add an additional 2-3 weeks for delivery. So please account for this additional time when requesting that your ACT/SAT scores be sent to our office.
15. It is your responsibility to have all required materials in to Congresswoman Hartzler's office before the deadline. Follow up—you are applying to a military academy. It is not your parents', teachers', coaches', friends', or employers' responsibility to meet the deadline. Faxed documents and those received after the deadline will not be accepted.
16. If your file is completed before the deadline, we will accept updates to your file.
17. Any correspondence from the academies or Congresswoman Hartzler's office should be responded to promptly. If you decide that you are no longer interested in attending an academy, notify Congresswoman Hartzler's academy coordinator and the academy as soon as possible.
18. Visit the academies that you are interested in attending if at all possible.
19. If you do receive an appointment offer, understand that another student's appointment may depend upon whether you accept or decline your offer. Try to make your decision as soon as possible. If you accept an appointment with one academy, then withdraw your application from the other academies where you applied.