



Office of U.S. Congresswoman Teresa Leger Fernandez

New Mexico's 3<sup>rd</sup> Congressional District

Service Academy Nomination Application Packet

U.S. Congresswoman Teresa Leger Fernandez

3rd Congressional District of New Mexico

**TIMETABLE OF APPLICATION PROCESS, ELIGIBILITY REQUIREMENTS AND  
SELECTION CRITERIA**

**Timetable for the Application Process**

**April 7, 2023: Application Process Opens**

Students, who reside in the Third Congressional District of New Mexico and meet the eligibility criteria, may begin submitting application materials to request a Congressional Nomination to a Service Academy. You may request a nomination packet at any time up to the deadline. However, the earlier you begin the process of applying and gathering the required materials, the better.

**October 6, 2023: Nomination Application Deadline**

ALL application packets and required materials **MUST** be submitted by **11:59pm MT**

**October 6, 2023. NO EXCEPTIONS.** Only electronic submissions will be accepted.

The only exceptions to this are SAT/ACT scores and official transcripts; these may be submitted via sealed envelope to the district office. Send application packets to:

[NM03Nominations@mail.house.gov](mailto:NM03Nominations@mail.house.gov)

Send or deliver official transcripts and SAT/ACT scores to:

Office of U.S. Congresswoman Teresa Leger Fernandez  
Attn: Carlos Sanchez  
120 S Federal Pl, Suite 323  
Santa Fe, NM 87501

Applicants are responsible for ensuring their files are complete. If you do not submit the required information by the above deadline, your application will not be considered.

**November 4, 2023: Interviews by Selection Panel**

The Service Academy Selection Panel will interview all applicants who qualify for a nomination. Interviews will take place on November 4, 2023. Candidates will be notified of the time of their interview at least 2 weeks prior to the interview.

**Mid-December 2023: Announcement of Nominees**

Applicants will be informed whether they received a nomination.

**Spring 2024: Offers of Appointment from Academies**

Nominations by U.S. Congresswoman Teresa Leger Fernandez do not automatically result in selection by the Military Service Academies. Selection for appointment to each Academy is ultimately decided upon by the academies.

## **Eligibility Requirements**

Applicants must meet the following requirements as of July 1 of the year of admission to the Academy:

- I. Age:** The student must be between 17 and 22 years of age.
- II. Citizenship:** Applicant must be a United States Citizen by November 1 of the application year.
- III. Marital Status:** Must be unmarried, not pregnant and have no legal obligation to support children or other dependents.
- IV. Domicile:** Candidate must reside in the 3rd Congressional District of New Mexico.

## **Selection Criteria**

Nominations from U.S. Congresswoman Teresa Leger Fernandez are based on an evaluation process that examines all aspects of an applicant's qualifications. Applicants are considered for nomination based upon four levels of criteria:

- I. Scholarship:** Evaluation of academic records will include the applicant's grade point average, SAT/ACT scores, class ranking, student's willingness to embrace academic challenges, and, if applicable, any college records.
- II. Leadership:** Consideration will be made based on the student's leadership experience and potential command ability. The consideration of this qualification will be based upon the applicant's record of extracurricular activities. Quality of involvement is stressed over the number of activities.
- III. Character/Motivation:** Consideration of the motivation and desire of applicants to attend a service academy is based upon the essay submitted by the applicant, their recommendation, and their interview before the Academy Nominee Selection Board.

**IV. Competitiveness:** The final consideration of an applicant for a nomination is comparative in nature, appraising each applicant's attributes against all others who are applying.

If you have any questions, please feel free to contact Carlos Sanchez at (505) 428-4680 or

[Carlos.Sanchez3@mail.house.gov](mailto:Carlos.Sanchez3@mail.house.gov)

U.S. Congresswoman Teresa Leger Fernandez  
3rd Congressional District of New Mexico

### **APPLICATION REQUIREMENTS**

Deadline: October 6, 2023, to be considered for a nomination, a student must read all guidelines carefully and complete all the steps below. Please send items 1-5 and 7 to [NM03Nominations@mail.house.gov](mailto:NM03Nominations@mail.house.gov). Please send all documents as a **single PDF file**. Do not email items individually. Only PDFs will be accepted. Use the included checklist as a coversheet when you submit your application packet. Once you have sent the documents, you may call and verify that they have been received.

**Send SAT/ACT scores and transcripts (items 5 and 6) to our district office:**

Office of U.S. Congresswoman Teresa Leger Fernandez  
Attn: Carlos Sanchez  
120 S Federal Pl, Suite 323  
Santa Fe, NM 87501

All completed applications must be received by **October 6, 2023**. No exceptions will be made.

Materials:

1. **Application for Nomination** - Return the completed Application for Nomination.
2. **Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities, and any other notable accomplishments.
3. **Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission.
4. **Letters of Recommendation** – Submit **two** letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. One from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; one from an employer or extracurricular faculty advisor. You want these letters to appear professional and include

contact information for the individual writing them. Academic and professional letters must be on official school/business letterhead. Again, submit as a PDF only—no word documents, emails, or handwritten letters will be accepted.

5. **Official Transcripts** – Submit a copy of your official transcripts to be sent directly from your high school (or college) to the above address.
6. **Standardized Test Results** – Have your scores sent directly from the testing services to the above address. If your standardized test score is notated on your transcript then that will suffice. We will accept test results past the October 6, 2023 deadline if they are postmarked on or before that date.
7. **Digital Photo** – Suitable for social media

## MILITARY SERVICE ACADEMY INFORMATION

The President of the United States, Vice President, Members of Congress and some other agencies and organizations have the authority to nominate persons for admission to a Service Academy. Applicants should direct any questions regarding the admissions process for a specific school to that Academy's Admissions office. Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Contact information for each of the academies is listed below.

### **United States Military Academy**

Director of Admissions  
United States Military Academy  
606 Thayer Road West Point, New York 10996  
(845) 938-4041 or (800) 822-2769  
Website: <http://www.usma.edu>

### **United States Air Force Academy**

USAF/RRS 2304 Cadet Drive, Suite 200  
USAF Academy, Colorado 80840  
(800) 443-9266  
Website: <http://www.usafa.af.mil>

### **United States Coast Guard Academy\***

Director of Admissions  
15 Mohegan Avenue  
New London, Connecticut 06320  
(800) 883-USCG  
Website: <http://www.cga.edu>

\*It is not necessary to seek a Nomination to attend the Coast Guard Academy. USCGA accepts candidates based on their own testing criteria. Any individual interested in applying must contact the Academy directly.

### **United States Naval Academy**

Candidate Guidance Office  
United States Naval Academy  
117 Decatur Road Annapolis, Maryland 21402  
(410) 293-4361 or (800) 638-9156  
Website: <http://www.usna.edu>



**United States Merchant Marine Academy**

Director of Admissions

U.S. Merchant Marine Academy

Kings Point, New York 11024

(800) 732-6267

Website: <http://usmma.edu>

U.S. Congresswoman Teresa Leger Fernandez

3rd Congressional District of New Mexico

**ACADEMY NOMINATION APPLICATION**

Please Rank the Academies to which you are applying in the order of your preference (one to five, as

applicable):

\_\_\_ United States Air Force Academy \_\_\_ United States Naval Academy

\_\_\_ United States Military Academy \_\_\_ United States Coast Guard (no nominations made)

\_\_\_ United States Merchant Marine Academy

Personal Information:

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

Last First Middle

Nickname or familiar first name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Street/PO Box City State Zip

Mailing Address: \_\_\_\_\_

Street/PO Box City State Zip

Home Phone #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Place of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

Parents/Guardian: \_\_\_\_\_

(Father or guardian / daytime phone number)

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(Mother or guardian / daytime phone number)

Parent email: \_\_\_\_\_

Academic Information:

High School: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

Weighted GPA: \_\_\_\_\_ Unweighted GPA: \_\_\_\_\_

Class Rank: \_\_\_\_\_ Class Size: \_\_\_\_\_

ACT: Composite: \_\_\_\_\_ Date taken: \_\_\_\_\_

English: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Science: \_\_\_\_\_

SAT: Verbal: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Date taken: \_\_\_\_\_

College/University experience: (if applicable):

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(Include name of institution, dates of attendance, GPA)

**Attachments:**

Please provide the following documents as attachments to these forms as part of the application:

1. **Application for Nomination** – Return the completed Application for nomination.
2. **Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities and other notable accomplishments.

3. **Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission.
4. **Letters of Recommendation** – Submit two letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. One from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; one from an employer or extracurricular faculty advisor.
5. **Official Transcripts and all Standardized Test Results**- Please make sure that you have sent directly to our office.
6. **Digital Photo** – suitable for social media.

### **Signatures**

I hereby certify that I am a legal resident of the 3rd Congressional District of the State of New Mexico and meet all eligibility requirements as states in the information guide and application provided by U.S. Congresswoman Teresa Leger Fernandez’s office.

I request that U.S. Congresswoman Teresa Leger Fernandez consider my application for a Congressional Nomination to the United States Service Academy or Academics that I have listed.

I understand that the deadline for this application is October 6, 2023. If I have not submitted all of the requested information by the deadline, I understand that my application will not be given consideration.

I, the undersigned, certify that the information I have provided on this application is accurate and has been completed to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Applicant Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

For applicants under 18 years of age:

I approve of this application and certify that all the information provided by my child or ward is accurate.

I understand that if my child or ward is nominated to a Service Academy, any announcement to the news media will be made by U.S. Congresswoman Teresa Leger Fernandez's Office.

Signature of Parent/Legal Guardian: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

## Application Packet Checklist

Deadline: October 6, 2023

Applicant Name: \_\_\_\_\_

- 1. Nomination Application
- 2. Resume
- 3. Essay
- 4. TWO Letters of Recommendation
  - a. Letter I
  - b. Letter II
- 5. Digital Photo

**Submit the above items as a SINGLE PDF document.** Use this checklist as your application packet coversheet.