

Congressional Office Academy Nomination Process

Presentation by:
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Application Process

- You **MUST** apply directly to the academies of your choice. Applying to congressional offices is only one part of the process.
- You are encouraged to apply for a nomination from all nominating sources.
- Each U.S. Representative has their own process.

house.gov/representatives/find-your-representative

- U.S. Senators Bennet and Hickenlooper have a joint Academy Nomination process. The application portal will be on both websites.

www.bennet.senate.gov

www.hickenlooper.senate.gov



Joint Process of Senators Bennet and Hickenlooper

What it means for applicants

- Fill out only one application.
- Access the application via either website.

www.bennet.senate.gov

www.hickenlooper.senate.gov

- All applications and submissions are tracked by both Offices.
- One interview.
- Questions can be sent to:

SenatorsAcademyNoms@bennet.senate.gov



Application Timelines

Spring 2024 - JUNIOR YEAR – Nomination application link opens.

Fall 2024 - SENIOR YEAR - Applications are due October 4, 2024 at 11:59PM MT.

- Interviews will be scheduled beginning late October and will conclude in early December.

January 2025 – Nomination slates are submitted to the Academies.

- Students will initially be notified via email if they receive a nomination from either Senator Bennet or Senator Hickenlooper. *Applicants are only eligible to receive a nomination from one Senator.

Spring 2025 – Academies notify students of appointment status.



Application Information

Contact Information — Please ensure your contact information is reliable through Spring 2025.

Academic Information - Grade point average, classes taken & unofficial transcript.

Extracurricular Activities - Sports, Clubs, Organizations, Community Service and Employment.

Awards/Honors & Leadership Roles

Personal Statement - Why Serving is Important to YOU.

Personal Photo



Application Information (continued)

Letters of Recommendation (LOR)

- Two LOR's are required.
 - Teacher, School Counselor, Principle, Coach, Pastor.
 - LOR's are DUE Oct. 11, 2024
 - Submit to: SenatorsAcademyNoms@bennet.senate.gov
- Address all letters to the correct office.
(example: Dear Senators Bennet and Hickenlooper or Dear Representative DeGette)
- LOR on letterhead if applicable with handwritten or electronic signature.



Your Qualifications

We use a “Whole Person” approach when considering applicants for a nomination, which include attributes like:

- Diverse leadership qualities
- Competitive test scores and grade point average
- Efforts at self-improvement
- Commitment to service: Community and Country
- Patriotism



Interview Process

Invitation to interview

- Once your completed application has been reviewed and qualified, you will receive an email to schedule your interview.
- Interviews typically run October through December primarily in person with one virtual option

Learn more about the process

- Contact individual offices to learn more about their interview process.



Interview Logistics

Confirm Your Interview

- Date, time, and location of the interview and the office you will be interviewing with.

Test Your Technology

- If virtual, be sure your technology is working properly to avoid last minute issues, and contact the Nomination Coordinator immediately if you have a problem.

Be Prepared

- Enlist family or friends to do a practice interview, answering questions you think you may be asked.



Receiving a Nomination

- Receiving a nomination is just one step in the process. You *must also apply to the Academy.*
- Congressional offices notify the Academies of their nominations no later than January 31, 2025.
- If you are offered a nomination and choose to decline the offer, another student will be offered the nomination.
- Nominations are not transferrable between Academies.



Helpful Hints

- REVIEW each congressional office's application requirements.
- Review all materials you are submitting. PROOFREAD.
- ASK QUESTIONS. Feel free to contact the Nominations Coordinator in each office.

QUESTIONS

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