## Congressional Office Academy Nomination Process

#### **Presentation by:**

Office of U.S. Senators Bennet and Hickenlooper Mario Villagomez & Nannette Byrne-Haupt

**Academy Nominations Coordinators** 



## **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.

o 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.

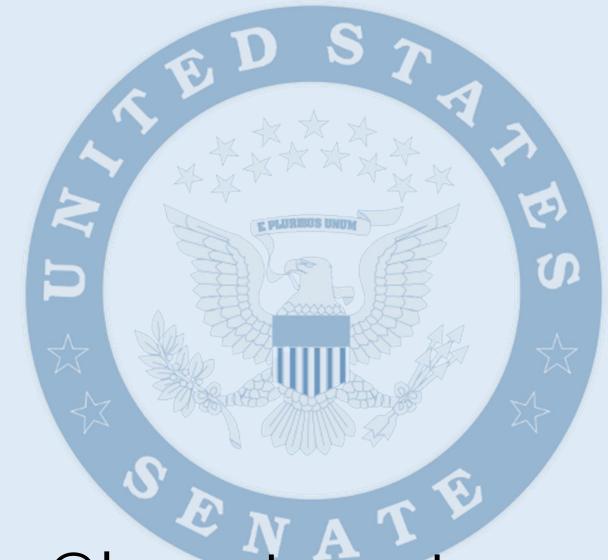
Review all materials you are submitting. PROOFREAD.

 ASK QUESTIONS. Feel free to contact the Nominations Coordinator in each office.

## QUESTIONS

Mario Villagomez U.S. Senator Michael Bennet (719) 328-1100

Nannette Byrne-Haupt U.S. Senator John Hickenlooper (719) 632-6356



SenatorsAcademyNoms@bennet.senate.gov