

Congressional Office Academy Nomination Process

Presentation by:
Office of U.S. Senators Bennet and Hickenlooper
Hannah Mullen & Nannette Byrne-Haupt
Academy Nominations Coordinators





WHO DO I APPLY TO?

- 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. You can use either website to find the application.

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 posed to –

SenatorsAcademyNoms@bennet.senate.gov



Timelines

Spring 2023 - JUNIOR YEAR - Congressional Offices open the application process.

Fall 2023 - SENIOR YEAR - Applications are due, commonly in early October.

December 2023 - January 2024 - Students are notified of their status by Congressional offices.

- Congressional offices submit their nomination slates to the Academies in January.

Spring 2024 – Student notification of appointment status and offers come directly from the Academies.



Application Information

Contact Information – Before completing your application, please make sure your contact information is reliable thru Spring 2024.

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

- Ask each recommender to address all letters to the correct office.
(example: Dear Senators Bennet and Hickenlooper or Dear Representative DeGette)
- Have your recommender put your letter on the letterhead of their school or organization, as appropriate.
- Please have one of your letters come from a Teacher, School Counselor, or Principal.
- We prefer each letter has a handwritten or, if necessary, an 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

An Invitation to interview: Once your completed application has been reviewed, you may be invited to interview with congressional offices.

Learn more about the process: Contact individual offices to learn more about their interview process. Typically, you will be interviewed by a panel of members of the community.

Interviews in October thru December:

This years interviews will be primarily in person with a virtual option to accommodate logistical issues.



Interview Logistics

Confirm Your Interview - Be sure of the 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 for an appointment to the Academy associated with the nomination you may receive.
- Congressional offices must notify the Academies of their nominations no later than January 31, 2024.
- 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

Hannah Mullen

U.S. Senator Michael Bennet
(720) 614-4068

Nannette Byrne-Haupt

U.S. Senator John Hickenlooper
(719) 318-3104

SenatorsAcademyNoms@bennet.senate.gov

