



### MILITARY SERVICE ACADEMY NOMINATION CHECKLIST

In order to qualify for a nomination, you will need to submit a completed profile and return it to my Birmingham office no later than November 17, 2014. The following materials are required as part of a completed profile:

1. \_\_\_ Questionnaire: (<http://sewell.house.gov/serving-you/military-academy-nominations>)
2. \_\_\_ SAT and/or ACT scores
3. \_\_\_ (3) Letters of Recommendation

*(Letters of recommendation are written on your behalf by anyone who knows you personally. For example: a teacher, your school principal, church leader, employer, etc.)*

4. \_\_\_ High School Transcript
5. \_\_\_ Official College Transcript (if applicable)

Once you have completed your profile please submit this information to the Birmingham District office via mail:

**Office of Congresswoman Terri A. Sewell**  
**Two 20<sup>th</sup> Street North, Suite 1130**  
**Birmingham, AL, 35203**  
**205.254.1960**

After your application is submitted, a selection committee comprised of community leaders will review your completed profile, conduct candidate interviews, and make nominee recommendations. **Interviews will be held on Saturday, December 13, 2014.** Our office will keep you informed as the selection process moves forward.

It is important to keep in mind that this process is highly competitive. Please include all awards and honors earned through the first semester of your senior year in your completed profile. If you choose to retake the SAT or ACT tests and your scores improve, it is your responsibility to report your new scores to my office.

I wish you success with your application and if you have questions at any point in the process, please do not hesitate to contact my office.