

## SERVICE ACADEMY APPLICANT CHECKLIST

To begin your academy nomination application file, please return the following items to Senator Collins. In order to complete your file in time for consideration, they must be *received in Senator Collins' office* no later than October 31<sup>st</sup>. However, it is recommended that you submit your information no later than *September 30<sup>th</sup>*.

\_\_\_\_\_ Completed **Application Form**

\_\_\_\_\_ **Letter of Intent**, indicating your motivation for attending a service academy.

\_\_\_\_\_ Copy of your high school **transcript**, including the first semester of Grade 12, when available. Please be sure it includes your current **GPA and class rank**.

\_\_\_\_\_ List of **extra-curricular activities** (please note leadership positions, if held); employment record, if any

\_\_\_\_\_ Copy of your **SAT and/or ACT** score reports

\_\_\_\_\_ **Three letters of recommendation**. One must be from a teacher, principal, or guidance counselor.

Applicants who have completed their files by October 31<sup>st</sup>, and who are selected for an interview, will be notified of their interview date and time by letter after the October 31<sup>st</sup> deadline. Interviews are conducted in Bangor and Portland.

\*\*\*Please keep this sheet for your files and check off each item as it is submitted to Senator Collins. Please send your information as it is available, do not wait until you have a complete file to submit your information. Should you decide at some point not to pursue your request for a nomination, please notify Senator Collins immediately so that she may close your file.

**Please direct the above information to:**

**The Honorable Susan M. Collins  
United States Senator  
Attention: Academy Nominations Coordinator  
One Canal Plaza, Suite 802  
Portland, ME 04101**

If you have questions, please contact Sara Holmbom Lund, Senator Collins's Nominations Coordinator, at (207) 780-3575 or [sara\\_holmbom\\_lund@collins.senate.gov](mailto:sara_holmbom_lund@collins.senate.gov). In case of an emergency time crunch, the FAX # is (207) 828-0380.