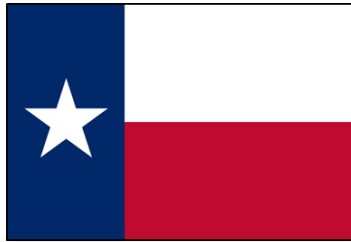




Congressman Roger Williams

Texas Congressional District 25



Service Academy Nomination Information Packet for Students Entering 2022

*The Honorable Roger Williams
ATTN: Academy Nominations Coordinator
5806 Mesa Drive
Suite 390
Austin, Texas 78731*

Email: TX25.Academy@mail.house.gov

Website: <http://williams.house.gov>

Phone: [\(512\) 473-8910](tel:(512)473-8910)

General Information

Each Congressional office uses a selection process for academy nominations designed to fulfill its own criteria and standards. The various procedures are often confusing for those who apply to more than one source. Misunderstandings and errors can be avoided by carefully reading the instructions of each office to which you apply. Service Academy nominations by Congressman Williams are handled by his Austin office. Please feel free to contact that office should you have any questions or need assistance in completing the process.

PLEASE NOTE: By signing Congressman Williams' acknowledgement form, you are acknowledging and accepting responsibility for the requirements set by our office. Congressman Williams' deadline is **October 13th, 2021**. It is **YOUR** responsibility to have all required materials **POSTMARKED** by the deadline. Faxed documents **WILL NOT** be accepted.

Because of the extreme competition for Service Academy nominations, you are encouraged to apply to every nominating authority which pertains to you. Applicants may apply for nominations from both their U.S. Senators and from their Congressman/U.S. Representative (***only one nomination is necessary to receive an appointment***). Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. Should your eligibility allow, you may also apply with the office of the President of the United States.

Each United States Congressman is able to select only a few nominees each year. Candidates who apply through Congressman Williams will be considered on the basis of academic performance, leadership potential, extracurricular activities, essay responses, and two completed evaluation forms. **In order to ensure that each candidate who contacts Congressman Williams receives fair and impartial consideration, an all-volunteer Academy Selection Board evaluates applications and then provides Congressman Williams with its recommendations.**

Residency Stipulation:

Congressman Williams will only nominate applicants who are domiciled in the 25th Congressional District of State of Texas. You must be a legal resident of Texas. By signing Congressman Williams' acknowledgement form, you are verifying you are a legal, domiciled resident of Texas. This can be found by visiting - <http://www.house.gov/representatives/find/>.

Age Stipulation:

You must be at least 17-years-old by July 1 of the year of your induction, but not have passed your 23rd birthday. (Ideally, you should be contacting Congressman Williams' office at the beginning of your senior year of high school.)

Application Requirements

*All information listed below is required for a complete application packet.
An individual will not be considered for nomination until each requirement is met.*

- 1) **Application**: You must complete and submit Congressman Williams' application by **October 13th, 2021**. An application is provided for you in two formats as a separate document. You may either:
 1. Print and mail the PDF application to the Austin office.
 2. Print, scan, and email the PDF application to TX25.Academy@mail.house.gov.
 3. Email the DOCX application to TX25.Academy@mail.house.gov.

- 2) **Signed Acknowledgement Form**: (Included in this packet) You must print this form and sign it by hand for it to be valid. Please mail the HAND SIGNED document by **October 13th, 2021**. Scanned forms will also be accepted if emailed to TX25.Academy@mail.house.gov.

***The remaining forms are required for your file to be considered complete. These requirements **MAY NOT** be faxed or emailed. Each must be postmarked by **October 13th, 2021**, and mailed to the following address:

Congressman Roger Williams
ATTN: Academy Nominations Coordinator
5806 Mesa Drive, Suite 390
Austin, Texas 78731

- 3) **Official High School Transcript**: You must send an **official** high school transcript that represents at least six semesters. ¹High school numerical rank (position in class), ²class size, and ³GPA **MUST** be included on this transcript. **Without this information on your transcript, your file will be considered incomplete.** If your school does not rank students, you must have the counselor or principal denote this on your transcript. **You should also see that your counselor converts your GPA to a 4.0 scale, if your school does not already use this scale.** If your school will not give an official transcript to students, it may be mailed to our Austin office by your counselor. It is your responsibility to insure it is received in our office by the **October 13th, 2021** deadline.

- 4) **Other Transcripts**: If you have graduated from high school and attended classes at another school or university, you must send an official transcript for those classes to our office.

- 5) **Standardized Test Results**: In order to be considered for a nomination, you must take the SAT and/or the ACT. If you have not taken either of these tests, yet, please make arrangements to take one or both of the tests at the ***first available time***. Keep in mind that the deadline is October 13th, so ***tests taken in the fall of 2021 may not make it in time for your application to be considered*** by Congressman Williams' Academy Selection Board. If you plan on retaking a standardized test to improve your score, we will update your file with the

new scores, assuming each requirement is completed by the deadline. New scores will not be accepted after the Selection Board has met.

If your SAT/ACT scores are included on your high school transcript, no other documentation will be necessary.

NOTE: Not all high schools include standardized test results on transcripts. It will be **your responsibility** to insure they are included if you do not plan on sending further documentation of test scores. You may take these tests several times to try to improve your scores – your highest scores in each section will be considered by the Selection Board.

To have your scores sent directly to our Austin office, use the following score report codes:

SAT: 6575, ACT: 7706

- 6) **Evaluation Forms:** (Included in this packet) You must submit **TWO** completed evaluation forms for your application to be considered complete. People who know you well (such as a teacher, counselor, minister, coach, employer, or scoutmaster) should complete these forms. **DO NOT** have **family members** complete these forms. When completed, it should be returned to you in a **sealed envelope** with the evaluator's signature across the seal. It is **your responsibility** to ensure these forms are completed in a timely manner and submitted/postmarked by the October 13th deadline.
- 7) **A current photograph:** Please provide a standard wallet size photograph with your name and hometown written legibly on the back in ball point pen.

All information submitted to our office must be postmarked by October 13, 2021. Partial or incomplete applications will not be considered. This is an application for a nomination from Congressman Williams. Other congressional office procedures may be different.

Things you should NOT do:

1. Do not send application materials in folders or binders.
2. Do not send multiple copies of application materials.
3. Do not send anything to the office that you want returned. Application materials will not be returned.

Helpful Information

The academies provide specific guidelines for applicants who may be eligible to be considered for an appointment. A candidate must be an American citizen by the date of induction into an academy and be of good moral character. To obtain catalogs and other specific information about the academies, you should contact the academy directly:

U.S. Air Force Academy

*HQ USAFA/RRS
2304 Cadet Drive, Suite 2300
USAFA, CO 80840-5025
Phone: (800) 443-3864
Homepage: <http://www.usafa.af.mil>*

U.S. Naval Academy

*Dean of Admissions
117 Decatur Road
Annapolis, MD 21402-5017
Phone: (410) 293-4361
Homepage: <http://www.usna.edu>*

U.S. Merchant Marine Academy

*Admissions Office
300 Steamboat Road
Kings Point, NY 11024-1699
Phone: (516) 726-5644
Homepage: <http://www.usmma.edu>*

U.S. Military Academy

*Directorate of Admissions
606 Thayer Road
West Point, NY 10996-1797
Phone: (845) 938-4041
Homepage: <http://www.usma.edu>*

The United States Coast Guard Academy (USCGA) tenders appointments solely on the basis of an annual nationwide competition. Congressional nominations are not required. You should contact the Academy directly at the following address. All information concerning USCGA admission must be sent directly to the Academy:

U.S. Coast Guard Academy

*Director of Admissions
31 Mohegan Avenue
New London, Connecticut 06320-4195
Phone: (800) 883-8724
Homepage: <http://www.cga.edu>*

The U.S. Air Force, Military, and Naval Academies require you be a least 17-years-old, but not have passed your 23rd birthday by July 1st of the year of induction. A candidate must be unmarried with no dependents. The U.S. Merchant Marine Academy requires you be at least 17-years-old, but not have passed your 25th birthday by July 1st of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

All Academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. **The most frequently encountered problem areas include:**

- **Visual Acuity:** All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.
- **Color Vision:** Color blindness, complete or partial, can be cause for disqualification
- **Asthma:** Any history of asthma may also cause for disqualification

NOTE: Graduation from a United States Service Academy obligates you to serve five (5) years of Active Duty Service.



Congressman Roger Williams Service Academy Nomination Application Checklist

This checklist does not need to be returned to our office. This is only to be used for the applicant's reference. All required items must be sent to the Austin office and postmarked by **Wednesday, October 13, 2021**. **Incomplete applications will not be considered for nomination.** For delivery verification, you may wish to request a return receipt from the Post Office.

- Application completed with personal essays included.
- Acknowledgement Form completed and signed by applicant. This **MUST** be hand signed, even if you are submitting it by email.
- Current photograph (wallet size) with your name and hometown written on the back in ball point pen.
- Official copy of high school transcript, including courses currently in progress, GPA on a 4.0 scale through junior year, and class rank.
- Official copy of additional school transcript (if applicable) including courses currently in progress and GPA on 4.0 scale.
- Copy of official SAT/ACT scores if they are not being sent directly from the college boards. **NOTE:** Test scores must be postmarked by October 13, 2021. Carefully consider the dates that you are taking tests; **if you wait until September your scores may NOT arrive on time.** To have your scores sent directly to our Austin office, use the following score report codes:
SAT: 6575, ACT: 7706
- Two (2) Evaluation Forms completed by counselors, principals, teachers, religious leaders, coaches, or community leaders. Please have the recommender seal their form in an envelope and sign over the seal. You are required to return a minimum of two (2) Evaluation Forms by the postmark deadline; these forms may be accompanied by written letters of recommendation from your chosen recommenders. Up to two (2) additional letters of recommendation (with or without forms) may be submitted for our application packet.

Note: Evaluation forms are typically the chief cause of delays in completing a packet.

Remember that it is in your best interest to apply for a nomination with Senator Cornyn, Senator Cruz, and Vice President Pence. Each office has its own application process, contact each for more information.

DEADLINE FOR POSTMARKING APPLICATION ITEMS IS OCTOBER 13, 2021

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