



**Office of  
U.S. Congresswoman  
Xochitl Torres Small**

*Serving the 2<sup>nd</sup> District of New Mexico*

**Service Academy Nomination Application  
Packet**



U.S. Congresswoman Xochitl Torres Small  
*2nd Congressional District of New Mexico*

TIMETABLE OF APPLICATION PROCESS, ELIGIBILITY  
REQUIREMENTS AND SELECTION CRITERIA

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**Timetable for the Application Process**

**April 6, 2020: Application Process Opens**

Students, who reside in the Second Congressional District of New Mexico and meet the eligibility criteria, may begin submitting application materials to request a Congressional Nomination to a Service Academy. You may request a nomination packet at any time up to the deadline. However, the earlier you begin the process of applying and gathering the required materials, the better.

**October 9, 2020: Nomination Application Deadline**

ALL application packets and required materials **MUST** be submitted by **11:59pm October 9, 2020. NO EXCEPTIONS.** Only electronic submissions will be accepted. The only exceptions to this are SAT/ACT scores and official transcripts; these may be submitted via sealed envelope to the district office. Send application packets to:

[serviceacademy.torressmall@mail.house.gov](mailto:serviceacademy.torressmall@mail.house.gov)

Send or deliver official transcripts and SAT/ACT scores to:

Congresswoman Xochitl Torres Small  
240 S Water St.  
Las Cruces, NM 88001

**Applicants are responsible for making sure their files are complete.** If you do not submit the required information by the above deadline, your application will not be considered.

**November 8, 2020: Interviews by Selection Panel**

The Service Academy Selection Panel will interview all applicants who qualify for a nomination.

**Mid-December 2020: Announcement of Nominees**

The nominations will be made and all nominees will be notified.

**Eligibility Requirements**

Applicants must meet the following requirements as of July 1 of the year of admission to the Academy:

- I. Age:** The student must be between 17 and 22 years of age.
- II. Citizenship:** Applicant must be a United States Citizen by November 1 of the application year.
- III. Marital Status:** Must be unmarried, not pregnant and have no legal obligation to support children or other dependents.
- IV. Domicile:** Candidate must reside in the 2nd Congressional District of New Mexico

**Selection Criteria**

Nominations from U.S. Congresswoman Xochitl Torres Small are based on an evaluation process that examines all aspects of an applicant’s qualifications. Applicants are considered for nomination based upon four levels of criteria:

- I. Scholarship:** Evaluation of academic records will include the applicant’s grade point average, SAT/ACT scores, class ranking, student’s willingness to embrace academic challenges, and, if applicable, any college records.
- II. Leadership:** Consideration will be made based on the student’s leadership experience and potential command ability. The consideration of this qualification will be based upon the applicant’s record of extracurricular activities. Quality of involvement is stressed over the number of activities.
- III. Character/Motivation:** Consideration of the motivation and desire of applicants to attend a service academy is based upon the essay submitted by the applicant, their recommendation, and their interview before the Academy Nominee Selection Board.
- IV. Competitiveness:** The final consideration of an applicant for a nomination is comparative in nature, appraising each applicant’s attributes against all others who are applying.

If you have any questions, please feel free to contact Cody McCarty at (575) 323-6388 or [cody.mccarty@mail.house.gov](mailto:cody.mccarty@mail.house.gov)



**U.S. Congresswoman Xochitl Torres Small  
2nd Congressional District of New Mexico**

**APPLICATION REQUIREMENTS**

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To be considered for a nomination, a student must read all guidelines carefully and complete all of the steps below prior to **October 9, 2020**. Please send items 1-6 to [serviceacademy.torressmall@mail.house.gov](mailto:serviceacademy.torressmall@mail.house.gov). Please send all documents as a **single PDF file**. Do not email items individually. **Only PDFs will be accepted**. Use the included checklist as a coversheet when you submit your application packet. Once you have sent the documents, call and verify that they have been received.

Send SAT/ACT scores and transcripts (items 7 and 8) to our district office:

Office of U.S. Congresswoman Xochitl Torres Small  
240 S Water St.  
Las Cruces, NM 88001

All completed applications must be received by **October 9, 2020**. **No exceptions will be made.**

**Materials:**

- 1. Letter Requesting Nomination** – Submit a letter to U.S. Congresswoman Xochitl Torres Small requesting a nomination. This must be written in a formal business format.
- 2. Application for Nomination** - Return the completed Application for Nomination.
- 3. Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities, and any other notable accomplishments.
- 4. Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission. **This essay must be separate and distinct from your letter.**
- 5. Photo** – Attach a recent photo to your completed application. Photos must be color portraits. Make sure the photo is professional (no selfies, etc.).
- 6. Letters of Recommendation** – Submit three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. **One** from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; **one** from an employer or extracurricular faculty advisor; and **one** from a person of your choice. You want these letters to appear professional and include contact information for the individual writing them. Academic and professional letters must be on official school/business letterhead.

Again, submit as a PDF only—no word documents, emails, or handwritten letters will be accepted.

- 7. Official Transcripts** – Submit a copy of your official transcripts to be sent directly from your high school (or college) to the above address.
- 8. Standardized Test Results** – Have your scores sent directly from the testing services to the above address. If your standardized test score is notated on your transcript that is sufficient. We will accept test results past the October 9, 2020, deadline provided that they are postmarked on or before that date.



## MILITARY SERVICE ACADEMY INFORMATION

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The President of the United States, Vice President, Members of Congress and some other agencies and organizations have the authority to nominate persons for admission to a Service Academy.

Applicants should direct any questions regarding the admissions process for a particular Academy to the Academy's Admissions office. Applicants are responsible for initiating a pre-candidate file at each Academy to which they are seeking a nomination. Contact information for each of the academies is listed below.

### **United States Military Academy**

Director of Admissions  
United States Military Academy  
606 Thayer Road  
West Point, New York 10996  
(845) 938-4041 or (800) 822-2769  
Website: <http://www.usma.edu>

### **United States Air Force Academy**

USAFA/RRS 2304 Cadet Drive, Suite 200  
USAF Academy, Colorado 80840  
(800) 443-9266  
Website: <http://www.usafa.af.mil>

### **United States Coast Guard Academy\***

Director of Admissions  
15 Mohegan Avenue  
New London, Connecticut 06320  
(800) 883-USCG  
Website: <http://www.cga.edu>

*\*It is not necessary to seek a Nomination to attend the Coast Guard Academy. USCGA accepts candidates based on their own testing criteria. Any individual interested in applying must contact the Academy directly.*

### **United States Naval Academy**

Candidate Guidance Office  
United States Naval Academy  
117 Decatur Road  
Annapolis, Maryland 21402  
(410) 293-4361 or (800) 638-9156  
Website: <http://www.usna.edu>

### **United States Merchant Marine Academy**

Director of Admissions  
U.S. Merchant Marine Academy  
Kings Point, New York 11024  
(800) 732-6267  
Website: <http://usmma.edu>



Parent email: \_\_\_\_\_

**Academic Information:**

High School: \_\_\_\_\_

Anticipated Date of Graduation: \_\_\_\_\_

Weighted GPA: \_\_\_\_\_ Unweighted GPA: \_\_\_\_\_

Class Rank: \_\_\_\_\_ Class Size: \_\_\_\_\_

ACT: Composite: \_\_\_\_\_ Date taken: \_\_\_\_\_

English: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Science: \_\_\_\_\_

SAT: Verbal: \_\_\_\_\_ Math: \_\_\_\_\_ Writing: \_\_\_\_\_ Date taken: \_\_\_\_\_

College/University experience: (if applicable):

\_\_\_\_\_

(Include name of institution, dates of attendance, GPA)

**Attachments:**

Please provide the following documents as attachments to these forms as part of the application:

- **Letter Requesting Nomination** – Submit a letter to U.S. Congresswoman Xochitl Torres Small requesting a nomination.
- **Application for Nomination** – Return the completed Application for nomination.
- **Resume** – Provide a detailed listing of your academic, community service, extracurricular activities, athletic activities and other notable accomplishments.
- **Essay** – Compose an essay of no more than 500 words, which provides insight into why you desire to attend a Service Academy and why you would be a good candidate for admission.
- **Photo** – Attach a recent photo to your completed application (does not have to be a professional photo).
- **Letters of Recommendation** – Submit at least three letters of recommendation from individuals unrelated to you, who can assess your intellect, character, and suitability for military service. One from a teacher, principal, school administrator, guidance counselor, or academic dean with accompanying recommendation form; one from an employer or extracurricular faculty advisor; and one from a person of your choice.



- Please make sure that you have your **Official Transcripts, School Disciplinary file (if applicable)**, and all **Standardized Test Results** sent directly to our office.

**Signatures:**

I hereby certify that I am a legal resident of the 2nd Congressional District of the State of New Mexico and meet all of the eligibility requirements as states in the information guide and application provided by U.S. Congresswoman Xochitl Torres Small’s office.

I request that U.S. Congresswoman Xochitl Torres Small consider my application for a Congressional Nomination to the United States Service Academy or Academics that I have listed.

I understand that the deadline for this application is **October 9, 2020**. If I have not submitted all of the requested information by the deadline, I understand that my application may not be given consideration.

I, the undersigned, certify that the information I have provided on this application is accurate and has been completed to the best of my knowledge.

Applicant Signature: \_\_\_\_\_

Applicant Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

*For applicants under 18 years of age:*

I approve of this application and certify that all of the information provided by my child or ward is accurate.

I understand that if my child or ward is nominated to a Service Academy, any announcement to the news media will be made by U.S. Congresswoman Xochitl Torres Small’s Office.

Signature of Parent/Legal Guardian: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_



## Academy Nominations Checklist



Deadline: October 9, 2020

Applicant Name: \_\_\_\_\_

- ◇ 1. Letter Requesting Nomination
- ◇ 2. Nomination Application
- ◇ 3. Resume
- ◇ 4. Essay
- ◇ 5. Photo
- ◇ 6. **THREE** Letters of Recommendation
  - ◇ a. Letter I
  - ◇ b. Letter II
  - ◇ c. Letter III

**Submit the above items as a SINGLE PDF document. Use this checklist as your application packet coversheet.**