



Congressman Jeff Crank

5th Congressional District of Colorado

U.S. SERVICE ACADEMY NOMINATION APPLICATION FAQ

Q: What documents must I provide in my application packet?

A: Your application packet must include the following documents in the following order:

- 1) Photograph page with your name
- 2) Essay - one page/size 12 font - approximately 500 words with the title "Why I Want to Attend a U.S. Service Academy"
- 3) The application
- 4) High school transcripts
- 5) Standardized test scores
- 6) Three letters of recommendation

In addition to the packet, you also must complete and submit the Online Form to pre-register.

Q: Should I attach my 3 letters of recommendation to my application packet?

A: Yes, but there are options for providing letters of recommendation:

1. Instruct the 3 individuals to provide the letters of recommendation directly to you and then include them in your application packet.
2. OR submit your application with some or none of the letters of recommendation, and instruct the recommenders to scan and email their letters directly to the Nomination Coordinator, Ashlee Springer at: Ashlee.Springer@mail.house.gov. They can also mail them to my district office to the attention of Ashlee Springer at: 455 E. Pikes Peak Ave, Colorado Springs, CO, 80903.
3. All letters of recommendation must be received by our office on or before the deadline date.

Q: Do I have to have a letter of recommendation from a school principal or counselor?

A: Although it is not required, we recommend that at least one letter be from your school principal or counselor. Please ask all recommender's to use their official letterhead, if applicable and to provide their name, address, phone and email on their letter. Other letters can come from business or community leaders, pastors, team sports coaches or retired or current military members.

Q: How do you evaluate multiple standardized test scores? Do you super score ACT or SAT scores?

A: Our office takes the highest composite score provided. We do **not** super score. If you retake the ACT or SAT and want to provide an updated composite test score, you can email your new or updated scores when you receive them to Ashlee.Springer@mail.house.gov (subject line: test scores for john doe). Please submit them as soon as possible.

Q: Do you accept weighted GPAs?

A: No, we do not accept weighted GPAs. You must provide your unweighted GPA on your PDF application and it should match your high school transcript. If your school doesn't use unweighted GPAs ask a school official to assist you with the conversion process. **FYI - when reviewing your application, all AP level classes are taken into consideration.**

Q: How will I know when my application is complete and accepted?

A: My nomination coordinator will contact you via email to confirm that your application has been received. If your application requires further documents, my nomination coordinator will contact you. You will also receive an interview notification with your time-slot and date. Keep an eye on your email, please.

Q: Can I pursue a nomination to multiple military academies?

A: Yes, on our PDF application, you will be asked to rank your academy preferences. When choosing your preferred academy, please only choose those in which you have opened a candidate file or those that you plan to pursue. Please enter a "Number" next to the academy not an "X" if you are pursuing more than one academy (1=1st Choice; 2=2nd Choice, etc.). If you are **not** interested in pursuing a specific academy, please leave the space next to that academy blank. **When calculating your scores, we log into a special portal with each academy. If you have not yet created your candidate application with that academy, and we cannot find your name, then you will not be considered for a nomination for that academy, even if you listed it as a preference on the application. Due to the intense competition in the 5th Congressional District, individuals will often receive a nomination for their 2nd choice, 3rd choice, etc. Please consider your choices very carefully when completing this portion of our application. Only one nomination is awarded per applicant.**

Q: Will there be an in-person interview?

A: Yes, all applicants will be asked to attend an in-person interview in mid to late October. The interviews always take place on a Saturday. You will be notified of the exact date and time via email. Emails to you will be coming from a Jeff Crank account or from Ashlee Springer's account. Please be sure to check your spam inbox to ensure you don't miss important notifications. If you are unable to attend the in-person interview, please respond back immediately so that alternative arrangements can be made. You must have a valid reason for not attending the interview.

Q: I don't have a scanner to scan my completed application. What should I do?

A: There are several locations that offer scanning services. To prepare for your scan - you should compile all of the elements of your application, including the cover page with your photograph, print the documents that were created on your computer and then when ready - scan everything together as one .pdf document. You can email the application to our Nomination Coordinator, Ashlee Springer at: Ashlee.Springer@mail.house.gov. When he receives your application, he will print it and prepare a file folder. Printed versions are provided to the panelists who will conduct your in-person interview. It's important that your cover page photograph prints well on an 8 1/2 by 11 sized piece of paper (standard size copy paper).