

ACADEMY CHECKLIST FOR APPLICANTS

BASIC INSTRUCTIONS: Read all materials carefully and complete the required form that has been provided on the website (<http://lugar.senate.gov>). Assemble all necessary data, and forward to Senator Richard Lugar's Indianapolis office before **November 1st, 2010 (MUST BE POST MARKED BY THE 1st)**. The material you provide will be reviewed by Senator Lugar's Merit Selection Committee at their November meeting.

Materials should be addressed to:

United States Senator Richard G. Lugar
ATTN: Dawn Herring, Academy Coordinator
1180 Market Tower Building
10 West Market Street
Indianapolis, Indiana, 46204-2964

I. THE COMPLETED PACKET INCLUDES:

- A. The request for Congressional Nomination Form (available on website).
- B. Three letters of recommendation. These letters should be from individuals that know you personally and have first-hand knowledge of your abilities. You may obtain the recommendation letters and forward them in your packet. (THIS ENSURES THAT THE RECOMMENDATION LETTERS HAVE BEEN SENT TO OUR OFFICE BY THE DEADLINE.)
- C. An official high school transcript.
- D. All ACT/SAT Scores.
- E. A current photograph.
- F. A list of all extra-curricular activities in which you have participated.
- G. Less than one page essay outlining reasons for wanting to attend a U.S. Service Academy.

II. You also may want to contact the Admissions Office of each academy to which you are applying to open up a Pre-Candidate file. This notifies the academy of your interest and officially begins your application process.

If you have any further questions, please feel free to contact the Dawn Herring, Academy Coordinator, Monday-Friday, 8:00 a.m. – 4:00 p.m., (317) 226-5555 or via e-mail at dawn_herring@lugar.senate.gov.

**REMEMBER THE DEADLINE FOR COMPLETED MATERIALS IS
NOVEMBER 1, 2010.**