

**Congressman Robert E. Latta**  
**United States House of Representatives**  
**Fifth District of Ohio**

APPLICATION FOR U.S. MILITARY SERVICE ACADEMY NOMINATION

PERSONAL INFORMATION

Last name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

5<sup>th</sup> District Address:

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ +4: \_\_\_\_\_

County: \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Mailing Address (if different from above):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Father's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mother's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

EDUCATIONAL INFORMATION

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

City: \_\_\_\_\_ Date of Graduation: \_\_\_\_\_

Counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_ or Class Standing: \_\_\_\_\_ of \_\_\_\_\_

Scholastic honors:

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

Athletic activities (Including varsity letters earned and leadership positions held):

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

(Please use additional sheets for awards and activities if necessary.)

EXTRACURRICULAR ACTIVITIES:

(Please include school related and outside activities, including leadership positions held.)

Freshman: \_\_\_\_\_

\_\_\_\_\_

Sophomore: \_\_\_\_\_

\_\_\_\_\_

Junior: \_\_\_\_\_

\_\_\_\_\_

Senior: \_\_\_\_\_

\_\_\_\_\_

(Please use additional sheets for awards and activities if necessary.)

COLLEGE ENTRANCE EXAMINATIONS:

ACT 1<sup>st</sup> exam date: \_\_\_\_\_

ACT 2<sup>nd</sup> exam date: \_\_\_\_\_

SAT 1<sup>st</sup> exam date: \_\_\_\_\_

SAT 2<sup>nd</sup> exam date: \_\_\_\_\_

EMPLOYMENT HISTORY

Please list any part-time or full-time jobs you have held since beginning high school.

| Dates: | Employer: | Hours per week worked: |
|--------|-----------|------------------------|
|--------|-----------|------------------------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
|-------|-------|-------|

(Additional sheets may be used if necessary.)

OTHER NOMINATING SOURCES:

Please check all other U.S. Military Service Academy nominating sources to which you are applying:

\_\_\_\_\_ Senator Vance

\_\_\_\_\_ Senator Brown

\_\_\_\_\_ Vice President Harris

IF YOU HAVE ALREADY GRADUATED FROM HIGH SCHOOL, PLEASE  
COMPLETE THE FOLLOWING INFORMATION:

College Name: \_\_\_\_\_

College Address: \_\_\_\_\_

Major: \_\_\_\_\_ Credit hours earned: \_\_\_\_\_

Grade Point Average: \_\_\_\_\_

## REFERENCES

The applicant should submit three references attesting to the applicant's qualifications and motivation to attend a U.S. Military Service Academy. Reference forms are attached. Those listed as references should not be relatives of the applicant. High school instructors, guidance counselors, coaches, or former employers are preferred.

Please list the names of those individuals who will be forwarding reference forms on your behalf.

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

=====

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

=====

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long known by applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

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## ACADEMY PREFERENCE

Please check the academy/academies to which you will be submitting or have already submitted an application and rank them 1<sup>st</sup> through 4<sup>th</sup> according to your preferences. (1<sup>st</sup> place being your 1<sup>st</sup> choice.)

| Academy:   | Preference Rank (1 <sup>st</sup> – 4 <sup>th</sup> ): | Application Status:  |
|--|---|--|
| <input type="checkbox"/> U.S. Air Force Academy<br>Colorado Springs, CO<br>(Air Force)                           | Preference Rank: _____                                | <input type="checkbox"/> I have submitted an application<br><input type="checkbox"/> I will be submitting an application |
| <input type="checkbox"/> U.S. Merchant Marine<br>Academy Kings Point, NY<br>(Commission into any service branch) | Preference Rank: _____                                | <input type="checkbox"/> I have submitted an application<br><input type="checkbox"/> I will be submitting an application |
| <input type="checkbox"/> U.S. Military Academy<br>West Point, NY<br>(Army)                                       | Preference Rank: _____                                | <input type="checkbox"/> I have submitted an application<br><input type="checkbox"/> I will be submitting an application |
| <input type="checkbox"/> U.S. Naval Academy<br>Annapolis, MD<br>(Navy & Marine Corps)                            | Preference Rank: _____                                | <input type="checkbox"/> I have submitted an application<br><input type="checkbox"/> I will be submitting an application |

**\*Please note that you have until December 1, 2023 to change, add, or delete academy preferences. You must also begin your application with an academy by this date. After December 1, 2023, all academy preferences will be final for nomination purposes.**

## ACKNOWLEDGEMENT

I request that Congressman Latta consider my application for a congressional nomination to the academy or academies that I have listed. **I understand that my application must be postmarked by October 11, 2024. I also understand that additional materials must be postmarked by October 25, 2024.** If I have not submitted all the requested information before these deadlines, I understand that my application may not be given full consideration. Furthermore, I certify the following: that the information I have provided is correct to the best of my knowledge, that I am a resident of Ohio's 5<sup>th</sup> Congressional District, and that I am a citizen of the United States.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN APPLICATION POSTMARKED NO LATER THAN OCTOBER 11, 2024 TO:**

Congressman Robert E. Latta  
Attn: U.S. Military Service Academy Nominations  
1045 N. Main St., Suite 6  
Bowling Green, Ohio 43402

**Congressman Robert E. Latta  
United States House of Representatives  
Fifth District of Ohio**

**U.S. MILITARY SERVICE ACADEMY NOMINATION REFERENCE FORM**

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long have you known applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

(References should not be relatives of the applicant.)

The applicant has requested Congressman Latta to consider him or her for a nomination for admission to a U.S. Military Service Academy. In your own words, please state your personal knowledge of his or her qualifications and motivation to serve in the Armed Forces.

**PLEASE USE THIS FORM AS A COVER SHEET FOR YOUR STATEMENT.  
Return this form and your statement, postmarked no later than October 25, 2024 to:**

Congressman Robert E. Latta  
Attn: U.S. Military Service Academy Nominations  
1045 N. Main St., Suite 6  
Bowling Green, Ohio 43402

**Congressman Robert E. Latta**  
**United States House of Representatives**  
**Fifth District of Ohio**

**U.S. MILITARY SERVICE ACADEMY NOMINATION REFERENCE FORM**

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long have you known applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

(References should not be relatives of the applicant.)

The applicant has requested Congressman Latta to consider him or her for a nomination for admission to a U.S. Military Service Academy. In your own words, please state your personal knowledge of his or her qualifications and motivation to serve in the Armed Forces.

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**United States House of Representatives**  
**Fifth District of Ohio**

**U.S. MILITARY SERVICE ACADEMY NOMINATION REFERENCE FORM**

APPLICANT NAME: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ Ext. \_\_\_\_\_

How long have you known applicant: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

(References should not be relatives of the applicant.)

The applicant has requested Congressman Latta to consider him or her for a nomination for admission to a U.S. Military Service Academy. In your own words, please state your personal knowledge of his or her qualifications and motivation to serve in the Armed Forces.

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United States House of Representatives  
Fifth District of Ohio**

**U.S. MILITARY SERVICE ACADEMY NOMINATION SUMMARY**

One of my most important responsibilities as a Member of Congress is to nominate young men and women for admission to our country's service academies. The following summary is a brief overview of the selection process that you are now entering.

Admission to one of the service academies is a two-tiered process. First, the candidate must meet the minimum standards for admission set by an academy. These standards include, among others, medical and scholastic qualifications. The second tier is the nomination process.

An individual must achieve both – meet the admissions requirements of an academy as well as receive a nomination – in order to gain admission to the academy.

Applicants should direct any questions they may have regarding the academy admissions process to either the admissions office or to the academy's liaison officer.

**U.S. Air Force Academy  
U.S. Military Academy  
U.S. Naval Academy**

The President, the Vice President, U.S. Senators, and Members of Congress have the authority to nominate persons for admission to the U.S. Air Force Academy, Military Academy, and Naval Academy.

As a Member of Congress, I am entitled to fill five vacancies at each academy. These vacancies are "charged" to the Fifth District. I may only nominate young men and women to a specific academy when a vacancy occurs in one of these charged slots, either by reason of graduation or withdrawal.

This distribution insures that our district will have the opportunity to fill at least one vacancy each year. That means that every graduating high school senior can compete for admission to each academy in any given year.

When a vacancy does occur, I may nominate up to ten candidates for admission to the academy. When I submit our district's nominees, an academy's admissions board will review them according to objective standards (i.e., scholastic achievement, athletic achievement, etc.), and will then make offer(s) of admission.

My goal as a Member of Congress is to have as many young men and women from our district admitted as possible. The only way to accomplish that is to nominate high quality committed candidates to each academy.

### **U.S. Merchant Marine Academy**

Unlike the other academies, the U.S. Merchant Marine Academy uses state quotas rather than district quotas.

The State of Ohio is entitled to eight slots in each admissions class. Each Congressman may submit up to ten names per year. These nominees then compete against all other nominees from Ohio for the eight slots.

After Ohio's eight slots are filled, those remaining Ohio candidates who meet the minimum admissions standards for the academy are placed in a national pool of candidates. Several states rarely fill their allotments, so Ohio usually has additional candidates admitted beyond our allotment of eight.

### **U.S. Coast Guard Academy**

Congressional nominations are not incorporated into the admissions process for the United States Coast Guard Academy. Further information regarding admission to the Academy may be obtained directly by calling the Academy's Admissions Office at (800) 883-8724.

**Congressman Robert E. Latta  
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Fifth District of Ohio**

**CONGRESSIONAL NOMINATION TIMETABLE**

**October 11, 2024**

Deadline for postmark on application for nomination.

**October 25, 2024**

Deadline for postmark on additional materials to be submitted.

The following are needed to complete your file and will be used in the selection process. These additional materials must be postmarked no later than **October 25, 2024**.

1.     **THREE (3) REFERENCES**  
The applicant should submit three references attesting to the applicant's qualifications and motivation to serve in the Armed Forces. Those used as references should not be relatives of the applicant. High school guidance counselors, high school instructors, and former employers are preferred.
2.     **APPLICANT'S STATEMENT**  
The applicant should submit an essay of 500-750 words; typed, double-space, stating what motivates him or her to attend a U.S. Military Service Academy.
3.     **HIGH SCHOOL TRANSCRIPT**  
The applicant should submit a certified high school transcript (containing seal or signature), which includes class rank.
4.     **SAT/ACT SCORES**  
The applicant should request that ACT and/or SAT examination results be forwarded to Congressman Latta's Bowling Green office.  
\*SAT/ACT Scores on official high school transcripts will be accepted.

**November 1 through November 30, 2024 (tentative)**

Interviews with Congressman Latta's U.S. Military Service Academy Advisory Board will be held for qualified candidates with completed files.

**December 15, 2024 (tentative)**

Notification of nomination mailed to nominees by Congressman Latta.

**Congressman Robert E. Latta  
United States House of Representatives  
Fifth District of Ohio**

**CONGRESSIONAL NOMINATION SELECTION POINTS**

Applicants should keep the following points in mind as they proceed through the U.S. Military Service Academy application process:

1. A congressional nomination is only half of the process. Applicants are required to notify an academy of their interest and to work within an academy's admissions system.

Unless an applicant is making significant progress to fulfill the application requirements of the academy itself, that candidate may not be given full consideration for a nomination.

2. Each time materials are forwarded to the Bowling Green office for the applicant's file, the applicant will receive confirmation of what was received as well as a list of those items still needed to complete the file.
3. All correspondence regarding a U.S. Military Service Academy appointment should be addressed to:

Congressman Robert E. Latta  
Attn: U.S. Military Service Academy Nominations  
1045 N. Main St., Suite 6  
Bowling Green, Ohio 43402

4. Questions regarding the admissions process for the academy should be directed to the liaison officer for the academy of interest.
5. **Applicants should be mindful of two deadlines: applications should be postmarked no later than October 11, 2024; additional materials (references, high school transcript, applicant's statement, ACT/SAT scores) should be postmarked no later than October 25, 2024.**

If you anticipate a problem meeting these deadlines, please call Congressman Latta's Bowling Green office at (419) 354-8700 as soon as possible prior to the deadline as late applications may not be accepted.