

Dear Applicant:

Thank you for contacting me regarding your interest in attending one of the U.S. Service Academies. Please be assured that I will help you in any way I can to make this process as easy as possible.

The following information must be received in my Springfield office by Friday, November 2, 2012 in order that your application file is considered complete:

- a completed application form (**Applications are only available by sending your written request to my Springfield office**)
- an official transcript of your grades (including your final junior year grades and the courses you are taking during your senior year)
- your current GPA (Grade Point Average)-on a **4.0** scale
- your numerical class rank at the end of your junior year
- a copy of any SAT or ACT scores you have received
- three letters of recommendation, at least one from a teacher
- a brief statement explaining why you wish to attend one of the service academies (100 words or less)
- a photograph, strongly suggested, however, it is optional

***We would prefer that you submit all of your materials together in one packet.***

In the meantime, you will also want to directly contact the academies to request that they open a pre-candidate file for you. The academy will then get in touch with you to gather information for their files (which are used to provide a preliminary evaluation of your qualifications for admission.)

The competition for nomination is keen; therefore it is important that you keep my office and the academy advised of your extracurricular activities and awards and honors as you progress through the first semester of your senior year, as well as prior activities and grades. You should consider applying to all of the academies, and besides me, you should also contact U.S. Mark Kirk and your U.S. Congressman from Illinois for nominations.

Please take time to review the enclosed fact sheet carefully. If you do not meet the minimum standards established by the academies, your chances of being considered for an appointment are diminished. Because of the large number of students interested in academy appointments each year, we will only review those students who meet the minimum requirements set by the individual academies.

I appreciate being made aware of your interest in attending a service academy and I look forward to further contact with you during the coming months. Should you have any questions about our procedures or the enclosed material, please feel free to contact my Service Academy Coordinator, Kaylee Gholson, (217) 492-4062 at my Springfield office, or via email at: [Kaylee\\_Gholson@durbin.senate.gov](mailto:Kaylee_Gholson@durbin.senate.gov).

Sincerely,

Richard J. Durbin  
United States Senator

RJD/kg