



## Service Academy Nominations- Pre-application Checklist 2025

Before submitting your application, please review the following information and our [FAQ page](#). Please direct all other questions to [OR05academynoms@mail.house.gov](mailto:OR05academynoms@mail.house.gov), or you can call the Oregon district office at 503-387-8651. When you are ready to submit your application, please use our [online form](#) on our website.

The following checklist and information are for applicants seeking a service academy nomination from the office of Congressman Janelle Bynum for the class of 2030 during the 2025 application year.

Helpful tips when preparing your application

- Please submit all documents as a PDF
- Try to submit your application early. It will take time for you to prepare all parts of the application
- **Our general office info is as follows:**
  - Office Contact: Bailee Higgins
  - Phone Number: 503-387-8651
  - Email: [OR05academynoms@mail.house.gov](mailto:OR05academynoms@mail.house.gov)
  - Address: 502 7<sup>th</sup> Street, Suite 203, Oregon City, OR 97045

### Important Dates:

June 1, 2025– Nomination Cycle for the Class of 2029 opens with all Academies.

October 15, 2025 – Deadline to submit Nomination packets (application and supporting documents)

November 1, 2025 – Candidates notified if they received an interview with the Nomination Board

November 2025 – Candidates interview with Nomination Board

December 2025 – Candidates notified of Nomination decisions.

February to May 2026 – Candidates notified by Academies of Appointment decisions.

The following parts of the application will be needed to complete your online application:

- ☐ Resume
  - Please limit the content to two pages
- ☐ High School and/or College Transcripts
  - Official Transcripts need to be sent to our office
  - You can have it emailed or mailed. See above for contact information
- ☐ SAT or ACT Scores
  - You may submit both, but only 1 test type is required
  - Official test scores must be submitted
  - SAT Code: College Board is currently generating this code for our office. Please check back for an update on this.
  - ACT Code: 7631
- ☐ Academy Preferences Ranking
  - You will be asked to rank the 4 nominating academies from your most preferred to your least preferred choice.
- ☐ Personal Statement
  - There is no official prompt; just an essay stating why you want to attend a service academy
  - Essay must be 500 words or fewer
  - There is no preferred format. However, grammar and spelling will be taken into consideration.
- ☐ Letters of Recommendation
  - A minimum of 3 letters is needed. A maximum of 5 is allowed.
  - Letters can NOT be from immediate family
  - A specific recommendation form is not required. A letter of recommendation is sufficient.
  - Some of the people applicants typically seek recommendations from include: teachers, counselors, employers, coaches, faith leaders, scout leaders, ETC.