



## Steps to Successfully Complete Senator Risch's Nomination Application

### Step 1 - Beginning your Application

Click on the application link and create an account.

- » ALL correspondence will be sent to the e-mail address you use to create an account.

### Step 2 - Completing the Questionnaire

After registering, log in and find the Questionnaire button at the bottom of the page.

- » Required information in each section:
  - Academy Preference – It is important that each academy is ranked first to fourth.  
**Selection of Not Interested can limit your ability to receive a nomination.**
  - Personal Information
  - Academic Information
  - Family History
- » Each Section must be fully completed to the best of your ability.
  - If a section does not apply to you, or you can't answer it, enter N/A.
- » After completion, mark and submit as completed.

### Step 3 - Completing the Checklist Items

Beginning this process early and making the necessary contacts to complete all items well before November 1st will be in your best interest. Each item must be fully completed and the appropriate forms uploaded before the November 1st deadline.

- » Application for Nomination
- » Resume – Including education overview, achievements, athletics, leadership, and service contributions
- » Interview – A brief meeting held at one of Senator Risch's regional offices for face-to-face or video conference or conducted via a teleconference
- » One page essay, "Why I want to attend a Service Academy?"
- » Three letters of recommendation – not from a family member
- » A signed Release of Information form
- » Principal or Guidance Counselor Recommendation Form
- » Proof of Idaho residency
- » Transcript of your grades with GPA, end of junior year grades – with class rank if available
- » SAT or ACT scores – SAT code: 4468 and ACT code: 7123



## Step 4 - Uploading to the Checklist

All items must be scanned and uploaded prior to the November 1st application deadline.

- » Scan your documents
  - Use your school, library, or local business to upload these items.
  - Save each item as **ONE individual** PDF document
    - Letters and forms must be compiled into one PDF document
  - Label each item to correspond with the checklist items:
    - Resume
    - Interview form
    - Letter of Recommendation – (Last Name of Writer) – 1
    - Letter of Recommendation – (Last Name of Writer) – 2
    - Letter of Recommendation – (Last Name of Writer) – 3
    - Release of Information
    - Principal or Guidance Counselor Letter
    - Transcript
    - ACT or SAT Scores
    - Proof of Residency (if necessary)
- » Select the mail icon for the section you want to upload (i.e. Resume or a letter of recommendation) to create a computer-generated e-mail.
  - Proceed with one item at a time to ensure accuracy.
- » Open your e-mail account and find the e-mail
  - Hit reply to the e-mail
  - Verify the item it is requesting (i.e. resume or letter of recommendation)
  - Attach that item as a single PDF document without any other attachments
  - Send
- » Re-login to your application and verify that it has been submitted
- » Repeat this process for each item

## PACKETS ARE DUE NOVEMBER 1

**Notice:** You will be able to upload your items as you have them completed. You are encouraged to complete this application ahead of the November 1st deadline. Submission of your resume and scheduling the interview should be your two first priorities.

Do not hesitate to contact Frances Hasenoehrl at 208-743-0792 or [Frances.Hasenoehrl@risch.senate.gov](mailto:Frances.Hasenoehrl@risch.senate.gov) if you have questions during this process.