

Steps to Successfully Complete Senator Risch's Nomination Application

Step 1 - Beginning your Application

Click on the application link and create an account.

- Creating an account will allow you to sign in and complete segments of you application as completed.
- Use your most commonly checked e-mail address. **ALL** correspondence will be sent to that address.

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 very important that you number each academy from first to fourth selection. Selection of Not Interested can limit your ability to receive a nomination.
 - Personal Information
 - Academic Information
 - Family History
 - Each Section needs to 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

This is the most time-intensive portion of your application. Starting this process as early as possible and completing these items well before November 15th will be in your best interest. Make the contacts necessary to complete this application. Each item needs to be fully completed and the appropriate forms uploaded before the November 15th deadline.

- Application for Nomination
- Resume – Including education overview, achievements, athletics, leadership and service contributions
- Interview – A brief meeting held at one of our 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 letter with form
- Proof of Idaho residency
- Transcript of your grades with GPA, end of junior year grades – with class ranking if available
- SAT or ACT scores – SAT code: 4468 and ACT code: 7123

Step 4 - Uploading to the Checklist

This process can be a little tricky at first, but once you get started you will understand it very quickly. You will also learn more about this during your interview.

- Scan your documents
 - Use your school, library, parents' place of work or local business to upload these items
 - Save each section as **ONE** PDF document which can have multiple pages
 - You will need to combine your letters and forms into one PDF document or you will not be able to upload your items
 - 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
 - Doing this will send a computer generated e-mail to your email address when registering for that specific item
 - You should do 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

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 15th 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 anytime you have questions during this process.