



# U.S. Congressman Tony Gonzales

## 2023 Academy Nominations Checklist



**Packet Submission:** Use this checklist as a coversheet when you submit your application packet.

**Submit your completed application as a total packet, including all items in a single packet postmarked or delivered to the San Antonio District Office by **October 30, 2023.****

**ALL items must be received by the deadline for an application to be considered. Mail or deliver to:**

U.S. Congressman Tony Gonzales  
Attn: Service Academy Coordinator  
4372 N Loop 1604 W., Suite 205, San Antonio, TX 78249

- Application** completed and signed by applicant and parent(s)/guardian(s). Application must be completed by the applicant **ONLY** and **must be typed**. (Request a fill-in PDF version from Congressman Gonzales' San Antonio office.) If additional space is needed to complete an application section, add additional paper. Requested information MUST BE included on the application; a resume IS NOT a substitute.  
  
(NOTE: If applicant presently resides outside of the Congressional District of Texas, you must submit at least two items of documentary evidence of your 23rd District residency. Parent(s) must hold a current driver's license and/or voter registration listing an address in the 23rd District. If parents are divorced, legal domicile is determined by the parent who has legal custody.)
- Current COLOR photograph** (No larger than 4"x5") with your name printed on the back. Staple photo to the upper right-hand corner of the first page of the application. NO "selfies" allowed.
- Complete attached cover letter with all requested information.
- A typed (double-spaced in 12-point Arial or Times New Roman font), well-written 500-word essay** regarding: What does leadership mean you? Describe a time that you demonstrated your own leadership.
- Personal Evaluation Forms & Letters of Recommendation (3)**  
A completed *Personal Evaluation Form* MUST accompany each Letter of Recommendation. Do not send more than the required three. Recommendations should be from individuals unrelated to you, who know you personally, who can assess your intellect, character, motivation and suitability for military service. One must be from a teacher, coach, principal or guidance counselor. The other two references are at the applicant's discretion. However, if applicant is attending a prep school or on active military duty, one of these letters must be from a Commanding Officer. No handwritten letters will be accepted.  
  
Those individuals providing a Letter of Recommendation and completing a *Personal Evaluation Form* should place them together into an envelope, seal and write their signature across the envelope flap. Request them to return the sealed envelope to you for inclusion in your application packet. (NOTE: References can be one of the chief causes of delays in completing an application packet. Build in ample time for your recommenders to complete and return the documents to you in a timely manner.)
- Official, sealed copy of your **high school transcript** that includes your calculated GPA, numerical rank (position in class), and class size after completion of your junior year. For graduates, must show graduation date. (NOTE: If your school does not rank students, you must

have the counselor or principal note this on your transcript.) **Your school may mail the transcript directly to Congressman Gonzales' San Antonio office.**

Official, sealed copy of your **college transcript** (if applicable) including courses currently in progress and GPA.

At least one official **SAT or ACT** score record; must be postmarked to Congressman Gonzales' San Antonio office by **October 30, 2023**. Include at least one of the following:

- Direct report(s) from the testing agency, OR
- Score listing(s) on your official transcript, OR
- Print-outs from the official SAT and/or ACT websites included with your completed application packet

**Congressman Gonzales' score report codes are: SAT: 5452, ACT: 7704.**

*Carefully consider the dates that you are taking these tests; if you wait until September to take a test for the first time, your scores may not arrive by the October 30, 2023 submission deadline. Tests taken in September may not be considered unless they are an additional and updated score report. We will accept updated test results past the October 30, 2023 deadline, provided that you have previously submitted test scores by the deadline. (NOTE: Applicant must have a minimum 1050 SAT score or its corresponding equivalent on the ACT for application to be considered for review by Congressman Gonzales' Academy Board.)*

**Candidate file** must be opened by October 1, 2023 at each of one the Service Academies you list as a preference.

**U.S. Naval Academy**

USNA Admissions  
117 Decatur Road  
Annapolis, Maryland 21402-5018  
800-822-2769  
[www.usna.edu](http://www.usna.edu)

**U.S. Military Academy (Army)**

USMA Admissions Office  
606 Thayer Road  
West Point, New York 10996-1797  
845-938-5726  
[www.usma.edu](http://www.usma.edu)

**U.S. Merchant Marine Academy**

USMMA Admissions Office  
Kings Point, New York 11024-1699  
800-732-6267  
[www.usmma.edu](http://www.usmma.edu)

**U.S. Air Force Academy**

USAF A Admissions Office  
Colorado Springs, Colorado 80840-5651  
800-443-9266  
[www.usafa.edu](http://www.usafa.edu)