



**United States Service Academy
Nomination Application Checklist***
Congressman Greg Murphy, MD
North Carolina's Third District

**For applicant use only. Do not include checklist with your nomination application packet.*

1. _____ **Application Form:** Typed application* with your photograph
_____ **Include proof of application to a U.S. Service Academy, refer to highlighted page 2.**
_____ ***Handwritten applications will not be considered.**
2. _____ **Essays:**
Three separate typed documents, 500 words each (12 point font/single spaced), refer to page 4.
3. _____ **Academic:**
_____ **Sealed official transcript:** From all high schools, community colleges, or colleges you have attended prior to October 1, 2025.
_____ **Official SAT and ACT Scores:** Request testing service to send an official copy of your scores electronically to Congressman Murphy's office by 10/01/25. (NC-03 ACT code: 7581 & SAT code: 5916)
_____ *****If your scores are not received by deadline date (10/01), your application packet will be considered incomplete.*****
4. _____ **Three Recommendation Letters:**
A minimum of three typed letters with wet/authentic signatures, refer to page 5.
5. _____ **Deadline:** Your nomination application packet must be submitted as one complete package* and postmarked no later than October 1, 2025. If you live in the New Bern area and would like to hand-deliver your sealed, labeled packet (see below), call ahead to ensure staff availability at the New Bern office, 252-636-6612. **Individually submitted documents that are hand-delivered or mailed will not be considered.*

Address your sealed, complete packet to:

Office of Congressman Murphy, MD
ATTN: Alexandra Jason
2402 Dr. M.L.K. Jr. Blvd.
New Bern, NC 28562



NOTICE:

It is the responsibility of the applicant to ensure their packet has been received by the Office of Congressman Murphy. The applicant should mail their complete packet to the address above via courier with tracking service. The applicant should then expect follow-up from the Office of Congressman Murphy via email and/or phone. Therefore, the applicant should monitor their personal email account and mobile phone closely after submitting their nomination packet to the Office of Congressman Murphy.



**United States Service Academy
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North Carolina's Third District**

I. Personal Information

Name: _____
(last) (first) (middle)

Preferred Name (if different from first name): _____

Date of Birth: _____ Place of Birth: _____
(city & state)

Permanent Address: _____
(street) (apt.)

_____ (city, state, zip) (county)

Temporary Address (if applicable): _____
(street) (apt.)

_____ (city, state, zip) (county)

Home Phone: _____ Mobile Phone: _____
(NOT PARENTS)

E-mail Address: _____
(NOT PARENTS)

If your parent is a graduate of a U.S. Service Academy, note parent's name & alma mater below.

Father's Name: _____

Father's Address: _____
(street) (apt.)

_____ (city, state, zip) (county)

Father's Employer: _____ Work Number: _____

Mother's Name: _____

Mother's Address: _____
(street) (apt.)

_____ (city, state, zip) (county)

Mother's Employer: _____ Work Number: _____

List names and ages of your siblings below. If you have a sibling that is currently enrolled or has graduated from a U.S. Service Academy, also note below.

<u>Name</u>	<u>Age</u>	<u>U.S. Service Academy</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

II. Academy Preference: ONLY rank Academies you are applying to in order of preference, 1 through 4.*
***You must either be in the process of completing an application or have completed an application to a U.S. Service Academy. Include proof (Copy of Academy email or screenshot of your application status) with your NC-03 nomination application packet.**

If you are not applying to one or more Academy below, leave it blank.

_____ U.S. Air Force Academy	_____ U.S. Merchant Marine Academy	_____ U.S. Military Academy	_____ U.S. Naval Academy
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Indicate below if this is your first time applying to a U.S. Service Academy. If reapplying, note the outcome of your previous Academy application.

Mark below all other Service Academy nomination sources you are applying or have applied to:

_____ Senator Tillis	_____ Senator Budd	_____ ROTC/JROTC	_____ President	_____ Vice President	_____ Svc. Secretary (Active-Duty Military Only)
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If you have applied for a nomination from an above source, confirm the status of your nomination application below.

If you are currently serving, confirm military branch: _____

Rank: _____ Length of Service: _____

III. School Information:

High School: _____

Address & Phone: _____

Guidance Counselor Name/Phone/Email: _____

Graduation Year: _____

(If applicable)
College & Major: _____

Address & Phone: _____

IV. Extracurricular Activities:

List below any academic honor societies you belong to and/or any academic awards you have received.

List below all leadership positions held since entering ninth grade and your accomplishments. Include school extracurricular activities, club sports, civic activities, etc.

List below any non-athletic/non-academic awards, achievements, prizes or accomplishments.

List below organized sports that you have participated in since entering the ninth grade. Indicate varsity squad status for each and letters or other awards received if any.

Physical fitness is important to all academies as Cadets are required to participate in varsity, club, or intramural sports and pass periodic Physical Readiness Tests. If you do not participate in any organized sports, explain below what you do to stay physically fit.

List below your primary interests and hobbies.

V. Essays:

Answer the below 3 questions in 500 words each (12 point font/single space) via attached separate documents. Therefore, you must submit 3 separate typed documents with your complete nomination packet.

1. What are the most important qualities in becoming a successful U.S. Service Academy cadet and a successful officer? Think of situations in the past that were difficult for you. Pick one and discuss what steps you took to address it. Include whether you turned to anyone, the role that person played, and what you learned about your character as a result of that challenge.
2. Describe what led to your initial interest in the United States Military and how a U.S. Service Academy will help you achieve your long-range goals. Describe a personal experience you have had which you feel has contributed to your own character development and integrity.
3. An appointment to a U.S. Service Academy is more than attending a prestigious scholastic academy, as you will be committing to serve for six years in your chosen career path. Explain your specific career aspirations and what you know about the duties and preparations it will take to fulfill that obligation.

VI. Three Recommendation Letters:

A teacher, a coach and a person (unrelated to you) must provide a typed recommendation letter, refer to page 5.

VII. Academic Records:

- Include a sealed official transcript from all high schools, community colleges, or colleges you have attended prior to October 1, 2025 with your complete packet.
- Request testing service to send an official copy of your scores electronically to Congressman Murphy's office before the 10/01/25 deadline date. Use NC-03 ACT code: 7581 and SAT code: 5916

PLEASE NOTE: If your scores are not received by deadline date (10/01), your application packet will be considered incomplete.

VIII. Applicant's Signature:

The following information on this form and any attachments or enclosures are true, complete, and correct to the best of my knowledge. I am a United States citizen or will be by the time I enter the Academy. I am at least 17 years old, but not yet 23 years old on July 1st of admission year to an Academy. I am unmarried, I am not pregnant, and I am without legal obligation to support a child/children or other dependents. I am a resident of the Third Congressional District of the state of North Carolina, and I understand the deadline for this nomination application is **October 1, 2025**. If I have not submitted all requested information by this deadline, I understand that my application will not be given consideration.

(Applicant's Wet/Authentic Signature)

(Date)

-Do NOT staple or print on the back of any pages.

-Use extra pages as necessary and ensure all documents are typed.

-Nomination application packet must be postmarked **no later than October 1, 2025**. No exceptions.

Insert your
professional
photo
(headshot)
here.

Mail your nomination application packet to:

**Office of Congressman Murphy, MD
ATTN: Alexandra Jason
2402 Dr. M.L.K. Jr. Blvd
New Bern, NC 28562**

Questions regarding the NC-03 nomination application,
the applicant should contact:

**Alexandra Jason, Constituent Services
Representative- Congressman Greg Murphy, MD
Phone: 202-738-0349
Email: Alexandra.Jason@mail.house.gov**



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Recommendation Letter

A minimum of 3 total letters from your teacher, coach, and a person, who is unrelated to you, but knows you very well.

Instructions:

This recommendation is for a person applying for a nomination from Congressman Murphy to attend a U.S. Service Academy. The purpose of a Service Academy is to provide a college education leading to a career as a military officer. Please ensure the below is included via your typed letter of recommendation. **Prior to sealing, ensure your letter includes your wet/authentic signature and the date. Once sealed, sign your name across the flap of the envelope and return to the applicant.**

- Formal salutation: Congressman Greg Murphy, MD
- Applicant's full name
- Length of time you have known the applicant
- Your relationship to the applicant
- Applicant's leadership potential through their talents and strengths
- Applicant's weaknesses (if any)
- Your opinion of why the applicant should receive a nomination to a U.S. Service Academy
- Your name (printed and **wet/authentic signature**)
- Date when you signed the letter
- Your mailing address, phone number and email address