



National Defense University (NDU)

Nomination Package Checklist

**SEND 2 COPIES OF THE NOMINATION PACKAGE TO THE
NDU UNIVERSITY REGISTRAR'S OFFICE**

Each student nomination package must include the following items:

- NDU Student Nomination Form
- One official transcript (highest degree earned)
- One-page student biography or résumé (include education and career history)
- Two Letters of Recommendation
- World-Wide Travel Statement (Does not apply to CISA Students)
- Statement of Purpose (No more than two pages)
- Signed National Defense University Privacy Act Statement
- Signed Education Release Form (if nominating agency requires copies of final student evaluation and/or transcript)

SAC students must also include:

- Senior Acquisition Course Nomination Form (Does not apply to CISA Students)



National Defense University (NDU)

Student Nomination Form

(Form with **all** applicable fields completed **must** accompany every nomination package. **DEADLINE: April 15, 2018**)

Name: _____
 (Official Name Only) (Title: Dr., Ms., Mr., etc.) (Last Name) (First Name) (Full Middle Name)

Grade: _____
 (Minimum GS-14 Equivalent or above)

Parent Agency and Organization: _____

Service Computation Date: _____ **Date of Rank:** _____
 (Date: MM/DD/YY entered govt. service) (Date: MM/DD/YY of last promotion)

Security Clearance Information is Mandatory (Please contact your Security Office if you do not have the below information):

Security Clearance Level: _____ **Adjudication Date:** _____
 (Date: MM/DD/YY of last investigation Adjudication)

Nominated to: CISA ES NWC CIC

Nominated to the Following Concentration: Senior Acquisition Course (Must include SAC Nomination Form) ES Students Only

Mailing Address: _____
 (Mailing Address Line One)

 (Mailing Address Line Two)

 (Mailing Address Line Three)

Duty Phone Number: (_____) _____ **Home Phone Number:** (_____) _____

Primary E-mail: _____ (Primary email address is the one you will have access to until you arrive NDU.)

Highest Degree Earned (Check one):
 Bachelor's Degree Master's Degree Doctorate

Please include official transcript from the institution where your highest degree was earned.

Note: A Bachelor's degree from an accredited college or university is the minimum educational credential required to earn a master's degree.

I certify that I have read this application and instructions and that, to the best of my knowledge the information provided is correct and complete. I understand that if it is found to be otherwise, my application is invalid, or in the event that I am enrolled, I will be subject to dismissal from the National Defense University. I have also reviewed the concentration program that my agency has marked and agree to complete this program if selected.

 (Nominee signature) (Date)

Nominated As (To be completed by Agency Representative): Primary Alternate Consider for Fallout Quota

Agency Representative: _____
 (Print name) (Office/Duty Phone Number)

 (Signature) (Date)

Instructions: Complete this form with **all** applicable information and send completed package to the University Registrar's Office via email (PDF File), fax or mail using the contact information below. Please do not include additional documentation in package. (incomplete/partial submissions will not be processed).

Email: University-Registrar@ndu.edu	Mail: The National Defense University University Registrar's Office 300 5 th Avenue, Bldg 62 Washington, DC 20319-5066	FAX: (202) 685-3920 DSN: 325-3920
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Nomination Package must include the following items (see attached checklist):

- (1) NDU Student Nomination Form
- (2) One official transcript (highest degree earned)
- (3) One-page student biography or résumé to include education and career history
- (4) Two Letters of Recommendation
- (5) World-Wide Travel Statement **(Does not apply to CISA Students)**
- (6) Statement of Purpose (No more than two pages)
- (7) Signed National Defense University Privacy Act Statement
- (8) Signed Education Records Release Authorization Form (if nominating agency requires copies of final student evaluation and/or transcript)

****SAC students must include the Senior Acquisition Course Nomination Form**

Incomplete/Partial submissions will not be processed and will be referred back to the Agency Representative.

Please do not include additional documentation in the package.



Privacy Act Statement

- **AUTHORITY:** 10 U.S.C. 2165 (National Defense University: Component Institutions), 10 U.S.C. 2163 (Degree Granting Authority for National Defense University). E.O. 9397, as amended (SSN).
- **PURPOSE:** To confirm attendance eligibility, monitor student progress, produce records of grades and achievements, prepare assignment rosters, and to render management and statistical summaries and reports at the National Defense University for Active military, Reserve, National Guard, DoD and other Federal and State civilian, international military and civilian fellow, contractor, and private industry students attached to the National Defense University.
- **ROUTINE USES:** None.
- **DISCLOSURE:** Disclosure of requested information is voluntary. However, failure to provide the requested information may result in the denial of entrance and/or access to the NDU. Failure to furnish the requested information may delay or prevent action on your application.

Student:

(Print name)

(Signature)

(Date)



National Defense University (NDU)
Educational Records Release Authorization

(Please Print Clearly)

Name: _____
(Title: Dr., Ms., Mr.) (Last Name) (First Name) (Full Middle Name)

SSN/NID: _____

By signing this statement and enrolling in a course at the National Defense University, I acknowledge and agree that my education records, including copies of my transcripts and student evaluations, may be disclosed to my sending agency/branch of service for inclusion in official personnel records. No further release is authorized without my expressed written consent.

SIGNATURE: _____ **DATE** _____

This release will remain in effect until I rescind in writing to NDU.



National Defense University (NDU)

Student Worldwide Travel Form

(Please complete for each student nominated)

Core curriculum travel is rigorous and includes local, domestic and international travel to industrial complexes such as factories, power plants, rail and shipyards, depots, oil drilling platforms and refineries, etc. Field studies undertaken include battlefield trips. Student candidates must be able to participate in worldwide travel as a condition for admission.

This statement certifies that the student candidate is worldwide travel qualified.

Agency Representative: _____
(Print name) (Phone number)

Nominee: _____
(Print name)

(Signature) (Date)