



Please use this checklist to make sure that you have submitted ALL of the following required items to Congressman Stivers' Lancaster Office by the deadlines listed below.

- Complete the *Application Request Form* (Deadline: September 22, 2015)

All of the following items must be received by Congressman Stivers' Office by October 20, 2015 at 5:00 p.m.

- Completed *Nomination Application Form*
- Official Transcripts
- SAT/ACT Test Scores
- Photograph
- Three Letters of Recommendation
- Personal Essay

Please return all items to:

Office of Congressman Steve Stivers
123 S. Broad Street, Suite 235
Lancaster, Ohio 43130
Attn: Academy Coordinator

If you have any questions, please contact the Academy Coordinator by phone at (740) 654-2654 or by email at OH15ServiceAcademy@mail.house.gov.